All information contained in the 2007-08 Catalog is current as of March 2007. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program directors for recent additions, deletions or changes. Updates can also be found online at www.rcc.edu.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate against any person on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any program. Harassment of any employee/student with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 3845 Market St., Riverside, CA 92506, (951) 222-8039.

Available in alternative formats.
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RIVERSIDE COMMUNITY COLLEGE DISTRICT

Riverside City Campus
4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000

Moreno Valley Campus
16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100

Norco Campus
2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000
RIVERSIDE COMMUNITY COLLEGE CITY CAMPUS
4800 Magnolia Avenue
Riverside, California 92506-1299
(951) 222-8000

RIVERSIDE COMMUNITY COLLEGE MORENO VALLEY CAMPUS
16130 Lasselle Street
Moreno Valley, California 92551-2045
(951) 571-6100
RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

OFFICE OF THE CHANCELLOR

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Chancellor

Ms. Chris Carlson
Chief of Staff/Executive Assistant to the Chancellor

Mr. Jim Parsons
Associate Chancellor, Public Affairs & Institutional Advancement

Ms. Melissa Kane
Vice Chancellor, Diversity and Human Resources

Ms. Ruth Adams
Director, Compliance, Contracts and Legal Services/Assistant to the Chancellor

Mr. Arturo Alcaraz
Director, Diversity and Human Resources

Ms. Chani Beeman
District Director, Diversity, Equity & Compliance

Mr. Darren Dong
Director, Communications and Web Design

Ms. Amy Cardullo
Director, RCC Foundation and Alumni Affairs

Mr. Robert Rodriguez
Director, Administrative Support Center

Ms. Gina Salazar
Human Resources Administrative Manager

Mr. Martin Delgado
Campus Administrative Support Center Manager (Riverside Campus)

OFFICE OF THE VICE CHANCELLOR, ACADEMIC AFFAIRS

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Vice Chancellor, Academic Affairs

Ms. Shelagh Camak
Associate Vice Chancellor, Workforce Development (Riverside City Campus)

Ms. Kristina Kauffman
Associate Vice Chancellor, Institutional Effectiveness

Ms. Sylvia Thomas
Associate Vice Chancellor, Instruction

Mr. Ron Vito
Associate Vice Chancellor, Occupational Education

Dr. Robert Bramucci
District Dean, Open Campus (Riverside City Campus)

Mr. Raj Bajaj
District Dean/Director, Institutional Reporting and Academic Services

Mr. John Tillquist
Dean, Technology and Economic Development

Dr. Lyn Greene
Associate Dean, Grants and Contracts

Mr. Mark Knight
Information Architect

Dr. Daniel Martinez
Associate Director, Institutional Research

Ms. Cynthia Pardee
Community Education Supervisor (Riverside City Campus)

Mr. Robert Corona
Director, Center for International Trade Development

Mr. Robert Grajeda
Director, Corporate and Business Development

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Director, Distance Education (Riverside City Campus)

Mr. David Torres
District Dean, Institutional Research

Dr. Michael Wright (Riverside City Campus)
Director, Workforce Preparation Grants and Contracts

Mr. Mark Mitchell
Director, TriTECH Small Business Development Center

Mr. Richard Keeler
Director, Grants and Contract Services

Ms. Colleen Molko
Associate Director, Grants and Contract Services

Ms. Susanne Adams
Director, Procurement Assistance Center
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Vice Chancellor, Administration & Finance

Mr. Robert Gurrola
Director, Design and Construction

Mr. Aaron Brown
Associate Vice Chancellor, Finance

Mr. Richard Herman
Director, Software Development (Riverside City Campus)

Mr. Aan Tan
Associate Vice Chancellor, Facilities Planning, Design & Construction

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Director, Capital Planning

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Associate Vice Chancellor, Information Services (Riverside City Campus)

Ms. Shirley McGraw
Microcomputer Support Supervisor (Riverside City Campus)

Ms. Elizabeth Gomez
District Budget Manager

Mr. Mark Oliver
Network Manager (Riverside City Campus)

Mr. Edward Godwin
Director, Administrative Services

Ms. Reyna Philp
Payroll Manager

Mr. Billie Bogle
District Controller

Ms. Doretta Sowell
Purchasing Manager

Mr. Patrick Feeney
Assistant Director, Operations (Riverside City Campus)

Mr. Anthony Puzutto
Warehouse Supervisor (Riverside City Campus)

OFFICE OF THE VICE CHANCELLOR, STUDENT SERVICES AND OPERATIONS

Dr. Deborah Di Thomas
Interim Vice Chancellor, Student Services and Operations (Riverside City Campus)

Ms. Renee Kimberling
District Director, Health Services (Riverside City Campus)

Vacant
Associate Vice Chancellor, Student Services/Operations (Riverside City Campus)

Mr. Lee Wagner
Director, Chief of College Safety & Police (Riverside City Campus)

Ms. Lorraine Anderson
District Dean, Admissions and Records (Riverside City Campus)

Ms. Marylin Jacobsen
Director, Center for International Students & Programs (Riverside City Campus)

Ms. Eugenia Vincent
District Dean, Student Financial Services (Riverside City Campus)

Mr. Robert Schmidt
District Director, Sports Information Athletic Event Supervisor (Riverside City Campus)

Ms. Paula McCroskey
District Dean, Disabled Student Services (Riverside City Campus)

Mr. Michael Carrillo
EOPS Director (Riverside City Campus)

Mr. Barry Meier
District Dean, Physical Education and Athletics (Riverside City Campus)

Ms. Clara Garibay
Health Services Supervisor
Ms. Mary Black  
Manager, Food Services (Riverside City Campus)

Ms. Jamie Clifton  
Student Services Supervisor (Riverside City Campus)

Ms. Sandra Goulsby  
Assistant Director, Admissions & Records  
(Riverside City Campus)

Ms. Grace Plascencia  
Assistant Director, Financial Services (Riverside City Campus)

Mr. Richard Henry  
Supervisor/Sergeant, College Safety & Police  
(Riverside City Campus)

Mr. Robert Kleveno  
Supervisor/Sergeant College Safety & Police  
(Riverside City Campus)

Mr. Jack Kohlmeier  
Supervisor/Sergeant, College Safety & Police  
(Riverside City Campus)

Dr. Irving Hendrick  
Interim, President

Dr. Lisa Conyers  
Vice President, Educational Services

Dr. Bill Orr  
Vice President, Business Services

Ms. Patricia Bufalino  
Interim, Dean of Instruction

Dr. Daria Burnett  
Dean, Student Services

Dr. Wolde-Ab Isaac  
Dean, Health Sciences Programs

Dr. William Vincent  
Dean, Public Safety/Education and Training

Ms. Cynthia Tenpas  
Assistant Dean, Library/Learning Resources

Ms. Maureen Chavez  
Project Director, Developing Hispanic-Serving Institutions Grant  
(Title V) and Director, Cooperative Title V Grant

MORENO VALLEY CAMPUS

Ms. Kathy Chennault  
Campaign Manager (Foundation)

Ms. Natalie Hannum  
Interim Director, Fire Technology/Fire Academy Program

Vacant  
Director, Law Enforcement Training Programs

Mr. Jason Siegel  
Director, Middle College High School

Mr. Dale Barajas  
Director, Plant/Operations and Maintenance

Ms. Dominique Moise-Swanson  
Outcomes Assessment Specialist

Mr. John Thrower  
Student Services Supervisor

Ms. Trinette Briggs  
Talent Search Director

Ms. Maureen Chavez  
Project Director, Developing Hispanic-Serving Institutions Grant  
(Title V) and Director, Cooperative Title V Grant

NORCO CAMPUS

Ms. Kathy Chennault  
Campaign Manager (Foundation)

Mr. Damon Nance  
Assistant Dean, Library/Learning Resources

Mr. Gregory Aycock  
Outcomes Assessment Specialist

Mr. Mark DeAsis  
Student Services Supervisor

Ms. Gabriela Gamiz  
Project Director, Developing Hispanic-Serving Institutions Grant (Title V)

Ms. Kathy Chennault  
Campaign Manager (Foundation)

Mr. Steve Monsanto  
Director, Plant/Operations & Maintenance
Mr. Henry Rogers
Director, Center for Applied Competitive Technology

Mr. Gustavo Oceguera
Director, TRIO

RIVERSIDE CITY CAMPUS

Dr. Linda Lacy
Interim, President

Ms. Terry Welker
Library/Learning Resources Administrative Manager

Dr. Patrick Schwerdtfeger
Vice President, Academic Affairs

Ms. Debbie Whitaker
Associate Dean, Early Childhood Education

Vacant
Vice President, Business Services

Mr. David Cooper
Assistant Custodial Manager

Dr. Ricardo Perez
Vice President, Student Services

Ms. Patricia Kohlmeier
Assistant Director, RCC Foundation

Ms. Cecilia Wong
Executive Dean, Technology and Learning Resources

Mr. Martin Rincon
Assistant Grounds Manager

Ms. Virginia McKee-Leone (Hanson)
Dean of Instruction

Mr. Ralph Velasquez
Custodial Manager

Ms. Monica Delgadillo-Flores
Dean, Student Services

Mr. Ralph Perez
Director, Facilities/Operations and Maintenance

Ms. Sandra Baker
District Dean, School of Nursing

Mr. Mohammad Moghaddam
Director, Hospitality and Culinary Arts Programs

Vacant
Dean of Education

Mr. Rey O’Day
Producer/Artist Director

Dr. Carolyn Quin
Dean, Riverside School for the Arts

Mr. Michael Byrd
Facilities Manager/Grounds and Projects

Dr. Marilyn Martinez-Flores
Dean, Academic Support

Mr. Alejandro Torres
Director, Gear Up

Mr. Richard Barron
Associate Dean, Academic Innovative Programs/Occupational Education

Ms. Maria Elena Vizuete
Interim, Activity Director, Hispanic-Serving Institutions Title V

Dr. Lisa Howard
Interim District Associate Dean, Nursing

Mr. Scott Zwart
Maintenance Manager

Ms. Maria Elena Vizuete
Interim, Activity Director, Hispanic-Serving Institutions Title V

Ms. Ola Jackson
Associate Dean, Teacher Preparation and Education Programs

Dr. George Zottos
Outcomes Assessment Specialist

Mr. Henry Bravo
Instructional Media Center Manager

GATEWAY TO COLLEGE

Ms. Jill Marks
Dean/Principal, Gateway to College and Riverside School for the Arts Charter School

Ms. Ola Jackson
Associate Dean, Teacher Preparation and Education Programs

Mr. Henry Bravo
Instructional Media Center Manager

Mr. Gustavo Oceguera
Director, TRIO
For final exam schedule, please refer to the Class Schedule.

Graduation: June 12, 2008

The application deadline to walk in the Commencement Ceremony is April 1, 2008
Section I

GENERAL INFORMATION
MISSION STATEMENTS
RIVERSIDE COMMUNITY COLLEGE DISTRICT
The Riverside Community College District is accessible and comprehensive, committed to providing an affordable post-secondary education, including student services and community services, to a diverse student body. The District provides transfer programs paralleling the first two years of university offerings, pre-professional, career preparation, and occupational and technical programs leading to the associate of arts degree, the associate of science degree, and a variety of certificates. In the tradition of general education, the liberal arts and sciences and the occupational and technical programs and courses prepare students for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides pre-college, tutorial and supplemental instruction for under-prepared students. Through its three constituent colleges, Moreno Valley, Norco, and Riverside City, the District works in partnership with other educational institutions, business, industry, and community groups to enhance the quality of life of the communities it serves in Western Riverside County.

MORENO VALLEY CAMPUS
Responsive to the educational needs of its region, Moreno Valley Campus offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

NORCO CAMPUS
Today’s students, tomorrow’s leaders.

Norco Campus, located in western Riverside County, provides a range of high quality educational programs, services, and learning environments that meet the needs of a diverse community. We equip our students with the academic and technological skills to attain their goals in higher, occupational, and continuing education, workforce development, and personal enrichment while they achieve established learning outcomes. Norco Campus fosters the development of technological programs to meet the needs of the growing business community. As a continuing process, we listen to our community and respond to its needs while engaging in self-examination and ongoing dialogue, planning, and improvement.

RIVERSIDE CITY COLLEGE
Riverside City College empowers a diverse community of learners toward individual achievement, success and lifelong learning by providing comprehensive services and innovative educational opportunities.

GOALS — 2005-2015
Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the district support an effective learning process and ensure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-campus District.

Increase the college-going rate in the area by reaching out to underrepresented and underserved populations and designing programs, services, and approaches relevant to the diverse segments of the community.

OUR VISION AND VALUES
Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

OUR VISION is to be a leader among community colleges, highly regarded for our commitment to students; respected for excellence in teaching; and recognized as responsive to the communities we serve.

OUR VALUES are expressed in four distinct areas:
Student Centeredness: To serve the best educational interests of the students, to offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs; to treat each other with a sincere, caring attitude and to respond to suggestions and constructive criticism from students; to counsel and advise students to help them plan for and progress toward their individual educational goals; and to recognize outstanding student performance.

Teaching Excellence: To communicate to students a body of knowledge in a creative, stimulating, and challenging manner; to work to establish student and instructor rapport; to maintain the highest standard of professional performance and recognize teaching excellence; to promote the exchange of ideas among colleagues and provide opportunities for professional development; to define for students course goals, objectives and grading standards, making clear the expectation of high achievement; to encourage students to think critically and analytically, applying learned principles, concepts, and skills; and to inspire independence of thought and self-discipline.

Learning Environment: To create an atmosphere in which students and staff find satisfaction in their work and feel pride in achievement; to provide comfortable, functional, and aesthetically pleasing facilities and grounds; to provide and maintain state-of-the-art equipment and ample supplies; to provide programs and support services which are responsive to student and community needs; and actively to support academic and social activities which take place outside the classroom.

Tradition: To further the traditions of pride, quality, innovation, and professionalism found in this institution; to share our heritage by making the Riverside Community College District the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.
FUNCTIONS

GENERAL EDUCATION

Goal: General education is available everywhere in the district. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

Objective: Specifically, the district offers to all of its students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Every student who graduates from RCCD with an A.A. or A.S. degree is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 23-unit general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest. After successfully completing the GE requirement, all RCCD students should be able to . . .

Critical Thinking
- Analyze and solve complex problems across a range of academic and everyday contexts
- Construct sound arguments and evaluate arguments of others
- Consider and evaluate rival hypotheses
- Recognize and assess evidence from a variety of sources
- Generalize appropriately from specific cases
- Integrate knowledge across a range of contexts
- Identify one’s own and others’ assumptions, biases, and their consequences

Information Skills
- Demonstrate computer literacy
- Locate, evaluate, and use information effectively

Communication Skills
- Write with precision and clarity to express complex thought
- Read college-level materials with understanding and insight
- Listen thoughtfully and respectfully to the ideas of others
- Speak with precision and clarity to express complex thought

Breadth of Knowledge
- Understand the basic content and modes of inquiry of the major knowledge fields
- Analyze experimental results and draw reasonable conclusions from them

- Use the symbols and vocabulary of mathematics to solve problems and communicate results
- Respond to and evaluate artistic expression

Application of Knowledge
- Maintain and transfer academic and technical skills to workplace
- Be life-long learners, with ability to acquire and employ new knowledge
- Set goals and devise strategies for personal and professional development and well being

Global Awareness
- Demonstrate appreciation for civic responsibility and ethical behavior
- Participate in constructive social interaction
- Demonstrate teamwork skills
- Demonstrate understanding of ethnic, religious, and socioeconomic diversity
- Demonstrate understanding of alternative political, historical, and cultural viewpoints

The General Education Student Learning Outcomes were approved by the Board of Trustees on December 12, 2006.

TRANSFER OR LOWER DIVISION EDUCATION

Goal: Many students attending Riverside Community College District desire the Baccalaureate Degree. Accordingly, the district is committed to providing transfer and lower division education to qualified students.

Objective: The district provides courses which parallel those of the lower division of the California State University system, the University of California, and of private universities so that qualified students may transfer to four-year public or private institutions.

OCCUPATIONAL-TECHNICAL EDUCATION

Goal: RCCD occupational programs, through an advisory process, respond to the changing needs of our communities’ labor market to provide a skilled workforce for business and industry including public and private sectors.

Objective: At RCCD, occupational skills training provide specialized occupational programs that lead individuals either directly to employment or allows for employed individuals to update their skills and knowledge so that they may proceed further in their career endeavors.

REMEDIAL OR DEVELOPMENTAL EDUCATION

Goal: The diverse levels of students’ skills demand that the district provide students with support services to assist them in acquiring those skills that are prerequisite to success in college.

Objective: The district provides courses in the use of basic learning skills at levels appropriate to those students who must remedy deficiencies. The district provides for preassessment, advisement, and specialized programs.

COMMUNITY EDUCATION

Goal: Riverside Community College District seeks to provide a variety of informational, recreational, and skill building opportunities responsive to community needs. Programs are not-for-credit.

Objective: The district offers programs, trips and tours, workshops, and seminars designed to meet special needs of district residents.
CUSTOMIZED TRAINING

Goal: Riverside Community College District seeks to provide a variety of training and consulting opportunities for local business and industry.

Objective: The district offers a variety of customized workshops, seminars, needs assessments, consulting, coaching, pre-employment assessments, and credit and not-for-credit services which are designed to meet the needs of individual businesses.

STUDENT SERVICES

Goal: Recognizing the need for a comprehensive learning experience for students, the district provides a wide variety of nonclassroom experiences and services which shall assist students in achieving their educational and career goals.

Objective: The district provides a fully integrated program of admission, orientation, assessment, advisement, placement, and registration for students which is consistent with the college’s overall mission.

In addition, the district has developed a wide range of student support services such as financial assistance, health services, child care, services for students with a disability, and similar special education services and programs, which along with a comprehensive program of student activities, athletics, fine arts, and student government, enhance the student’s overall learning experience at the district.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On July 1, 1964, a separate Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley and Riverside Unified School Districts and the Val Verde School District.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the La Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses opened in April 1991, have grown rapidly and are in the process of becoming individually accredited colleges. The process of accrediting the District’s three colleges (Riverside, Moreno Valley, and Norco) is anticipated to be completed in mid-2008. It is projected that by the year 2020, more than 57,000 students will attend classes within the Riverside Community College District.

ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors’ 1940 Statement of Principles on Academic Freedom and Tenure:

“Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.”

“The teacher is entitled to freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.”

“The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.”

“Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.”

“The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

ACCREDITATION

Riverside Community College District is a California public community college fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. It is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Riverside Community College District.

DISTRICT MEMBERSHIPS

Riverside Community College District holds membership in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law
in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Greater Riverside Chamber of Commerce, and the Hispanic Association of Colleges and Universities.

PUBLIC AFFAIRS & INSTITUTIONAL ADVANCEMENT
Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the college and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Public Affairs and Institutional Advancement Office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

ACADEMIC YEAR
The academic year consists of two regular semesters, fall and spring, which extend from August to June, plus a winter and a summer session. The calendar for the 2007-2008 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

PROGRAM LENGTH
Courses that are part of the requirements for Associate of Science or Associate of Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND
Individuals who meet any one of the following criteria are eligible to attend Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are an eligible high school student who has satisfied concurrent enrollment admissions requirements or
- Are an international student who has satisfied specific international student admissions requirements

Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

High School Students/Concurrent Enrollment
The California Education Code Sections 48800, 48800.5 and 76001 (a) and (b) permit minor students to enroll in community college courses for college credit with the intent that these students are to be enrolled strictly for the purpose of seeking advanced scholastic or vocational work (i.e. college level courses). Education Code 76001(i) specifies that the principal of a school may recommend not more than five percent of the total number of students at any single grade level for the summer school session.

Students who have completed the 10th grade or reached their 16th birthday may apply for admission as a special student at Riverside Community College District. Individual departments determine which of their courses are appropriate for minor students. Enrollment is contingent on (a) meeting prerequisites and (b) course availability. Students must reapply each term.

Students must demonstrate that they can benefit from college level classes and must have approval from a certified school official and a parent or guardian each term they seek to enroll. Students may apply to take 8 units or less for fall and spring terms and 5 units or less for winter and summer terms. High school students do not pay enrollment fees but are required to pay health fees. Admission to RCCD does not guarantee registration in a class. Admitted students must attend the first day of class and ask to be added to the class. Students obtain registration materials online at www.rcc.edu and complete the registration process in person at the Admissions office at the Riverside, Norco, or Moreno Valley campuses.

Dates/deadlines to complete and submit documents are: Summer Session: March 1 to May 31; Fall Semester: March 1 to July 31; Winter Intersession: October 1 to November 30; Spring Semester: October 1 to January 15. If dates fall on a weekend the deadline is the next business day. After the first two weeks of the term students may again apply for admission to shorter-term classes in the same term. Documents must be received at least two weeks prior to the start of the class.

Students who plan to continue attending RCCD after exiting high school must submit a new RCCD application as first-time students.

Open Enrollment
It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title V of the California Administrative Code.

ADMISSION AND REGISTRATION OF STUDENTS
Admission Application
Individuals must complete an application for admission if they have never enrolled at Riverside Community College District. Returning students must submit an application if they have previously taken one or more courses at RCCD, but did not attend in the previous Fall or Spring Semester. However, if students apply for the Winter Intersession they do not need to reapply for spring, even if they do not register for winter classes. And, if students apply for the Summer term, they do not need to reapply for Fall, even if they do not register for Summer classes.

Online applications can be submitted any time at www.rcc.edu and take approximately 24 hours to process (weekends and holidays excepted). Paper applications take up to a week to process.
Schedule of Classes
Schedules are mailed to continuing, new and returning students. The Class Schedule is also available at www.rcc.edu.

Registration
Registration appointment dates as well as information on holds that may restrict registration may be viewed on WebAdvisor at www.rcc.edu approximately 24 hours after applying (weekends and holidays excluded). Students can register on the web or Phone Reg on or after their scheduled appointment date through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, Orientation/Group Counseling. Refer to the section on Matriculation: “Are You Exempt From Matriculation?” Students with a readmit contract and approved high school concurrent students must register in person at Admissions.

Students can pay fees by credit card on WebAdvisor or Phone Reg, mail a check or money order or pay at one of the campuses. See the Schedule of Classes or www.rcc.edu for payment deadlines. My Account Summary can be viewed or printed on WebAdvisor.

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

Procedure for Adding and Dropping Classes
On and after the first day of class a student may only add a class with the instructor’s permission. Students can then add classes through WebAdvisor at www.rcc.edu or Phone Reg with an authorization code obtained from the instructor. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor or Phone Reg prior to the drop deadlines. If there is a hold restricting use of the web or the phone, the student may bring a completed ADD/DROP card to the Admissions counter at any campus and drop classes there. Students should refer to their Class Schedule on WebAdvisor for add deadlines. Deadlines to add, drop, and receive a refund are available on WebAdvisor. It is the student’s responsibility to drop a class he/she no longer attends.

Units for Full-Time Status
For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher. A counselor must sign an ADD card after verifying the GPA and the student must register in person for the over limit units.

Attendance
All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Work missed for unavoidable cause may be made up with the instructor’s approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.

For information on auditing classes, see the Graduation Requirements section.

LIMITATIONS ON ENROLLMENT
Riverside Community College District offers some courses which place limitations on enrollment. These limitations may include successful completion of courses, successful completion of online tutorials to demonstrate computer skills, preparation levels for math and English, performance criteria, or health and safety conditions. Students who do not meet the conditions imposed by these limitations will be blocked from enrolling in these classes.

Remedial Limitation
Riverside Community College District Board Policy 6092 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, learning skills and study skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions
All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Prerequisite
When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in CHEM 1A). Completion of the prerequisite is required prior to enrolling in the class. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52), you will be allowed to register for the succeeding class (i.e. Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or CR (Credit); C-, D, F, I, or NC (No Credit) grades are not acceptable. For additional information on prerequisites, refer to page 41.

Corequisite
When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course
is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student’s responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory
When a course has an advisory, it means that a student is recommended to have certain preparation before enrolling in the course. The preparation is considered advantageous to the student’s success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools
Students who have completed credit at RCCD or other institutions and wish to obtain a RCCD degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a “Student Request for Official Evaluation” form. These forms are available in the Admissions area at the City, Moreno Valley, and Norco Campus. The student must currently be enrolled at RCCD and have completed at least 15 college units. The official evaluation will be completed by the Evaluations Office once all official transcripts (one that is received by RCCD directly from the issuing institution), are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements
It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the physical education department about sports physicals. Student-Parents of the children in the Child Development Center must have a tuberculosis skin test or a chest x-ray that is negative for tuberculosis. Their children are required to have this as well as be up to date on their immunizations of DPT, MMR, TOPV.

MATRICULATION
The matriculation program at Riverside Community College District is intended to assist students in establishing appropriate educational goals and to provide support services to help them achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Assessment, Orientation and Counseling prior to registering for classes.

Assessment of Basic Skills
Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Assessment/placement testing is available in an alternate format for individuals with disabilities. Because RCCD uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses.

New students must take the Accuplacer Online placement test, for placement into English, math and reading courses; or the PTESL (Proficiency Test in English as a Second Language), for placement into ESL courses. In most cases, there is no appointment necessary for the Accuplacer test. An appointment is required for the PTESL. Both tests are available at all RCCD campuses. Call to confirm hours of service: Moreno Valley 571-6492, Norco 372-7101/7102, Riverside 222-8451.

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, or 60A) during their first or second semester of enrollment. Students who do not meet Riverside Community College District’s reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for the student’s success as more and more college courses put increasing emphasis on the student’s ability to read at a college level and to write clear, correct English.

Orientation/Counseling
All first-time college students must attend a freshman orientation/counseling session prior to registering for courses. During these sessions, counselors will introduce students to services and educational programs at Riverside Community College District; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Call [Moreno Valley (951) 571-6104; Norco (951) 372-7101; Riverside (951) 222-8440] or stop by the Counseling department on any campus to schedule a freshman orientation/counseling session. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCCD.

Counseling for Continuing Students
Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to RCCD before scheduling counseling appointments.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their “Student Educational Plans” (S.E.P.)

Are You Exempt From Matriculation Pre-Enrollment Requirements?
The following board approved criteria define exempt students at Riverside Community College District:
A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
B. Students who plan to enroll in five units or fewer and who have declared one of the following goals:
   • Advance in current career/job
   • Maintain certificate/license
   • Educational development
   • Complete credits for high school diploma
C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer
Follow-Up
Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

Students Rights and Responsibilities
Prerequisites for courses will be enforced according to District policy. Students have the right to challenge prerequisites on the following grounds:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. A prerequisite for a course necessary for graduation, transfer or certificate is not offered and the unavailability of said prerequisite poses a hardship.
5. The prerequisite is discriminatory or being applied in a discriminatory manner.

The Matriculation Appeals Petition form to challenge prerequisites is available in the Counseling Center on all three campuses.

Students challenging a prerequisite based on unofficial documentation may submit a Matriculation Appeals Petition one time only. Students are required to submit official transcripts from all previous colleges after that time. “Official” is defined as transcripts no more than 90 days (3 months) old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:
- After 12 months has passed from previous tests or
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student's abilities or
- After proof of appropriate academic intervention has occurred.

Please Note: Once the student has begun the course sequence, retesting is not an option.

It is the student’s responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling Center at Moreno Valley (951) 571-6104; Norco (951) 372-7101; Riverside (951) 222-8440.

Student Educational Plan
Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling appointments during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.

FEES/RESIDENCY REQUIREMENTS

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

Each student at the time of admission or readmission is classified according to his/her legal residence. Evidence is required to prove physical presence in California and intent to make California the permanent home. Residency determination is made as of the first day of the semester of application. All documents must be submitted prior to that date.

Enrollment Fees-California Residents
Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

The enrollment fee for California residents is set at twenty dollars per unit (subject to change per state legislation).

Non-Resident Tuition and Fees
A student who is not considered a California resident for enrollment fee purposes may be eligible for admission to Riverside Community College District. Students from other states will be classified as out-of-state residents and are required to pay a non-resident tuition fee of $173 per unit.

Students classified as out-of-state residents must also pay the $20 per unit enrollment fee. Students who are citizens and residents of a foreign country shall be classified as out-of-country residents and are required to pay the $20 enrollment fee per unit in addition to the $173 per unit non-resident tuition. Out-of-country residents also pay an additional
$19 per unit non-refundable surcharge. International students are required to pay a $50 processing fee ($60 if applying on-line) and are also required to buy health insurance.

**AB 540 Non-Resident Fee Waiver**
A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the $20 per unit enrollment fee.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Riverside Community College District if he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

A student who meets the qualifications for the Non-Resident Fee Waiver is not a resident of the state of California until he/she meets physical presence and intent requirements as stated in the “Residence Classification for Tuition Purposes” section above. Therefore, students are not eligible for any state supported financial aid such as the Board of Governors Waiver, etc.

**Health Fee**
Every student is required to pay a health services fee per Title V state regulations. The fee is fourteen dollars ($14) per semester for fall and spring semesters and eleven dollars ($11) for summer or winter semesters. Fees are subject to change. Students who rely on faith healing, or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students who qualify for a Board of Governor’s Waiver (BOGW) must pay the health fee.

**Parking**
Parking permits can be purchased on WebAdvisor at www.rcc.edu or through the Phone Reg. Permits may also be purchased at Admissions before and after this time at the Riverside, Moreno Valley, and Norco campuses. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

**Library/Learning Resource Center Fees**
Overdue fines:
General Collection – Overdue fines will be levied at 20 cents per day per item.

**Hourly Reserves –** Overdue fines will be levied at $1.00 per hour per item.

**Replacement bills:**
If materials are not returned, they are declared “lost.” A bill will be issued for each lost item which will include: 1.) The actual replacement cost of the item or $25.00 for out of print materials; 2.) A processing fee of $10.00; and 3.) Any overdue fines (the maximum overdue fine is $20.00).

**Refunds:**
If the item is returned after the bill is issued (within 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

**Library card fees:**
All currently registered students, and all currently employed faculty and staff receive a free library card. If this card is lost or stolen, a fee of $1.00 will be charged for a replacement card.

Community members may purchase a library card for $5.00 per session upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

**Books, Equipment and Supplies**
The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books and materials is approximately $500, but if used books are purchased, the cost can be reduced.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes. Whenever possible, the RCCD Bookstore at all three campuses will attempt to stock the required supplies.

**Check Policy:**
The RCCD Bookstore will gladly accept checks with the following information:

1. Your name & address MUST be preprinted on the check.
2. If the check is in your parent’s name, we require that you have student ID & driver’s license, along with the Drivers License# & expiration date of the account holder written on the check.

The bookstore also accepts MasterCard, VISA, American Express and ATM debit cards (with VISA or MasterCard logos). If you are using your parent’s credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card.

Full refunds are given on textbooks during the first 2 weeks of school only. If you drop a class you have 30 days from the start of school to return for a full refund. All returns/exchanges require an original receipt. The bookstore will also buy back books from students for half price at the end of each semester during a designated time if they are to be used again and there is a need for them.

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**ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES**
Riverside Community College District 2007-2008

Other Charges
An appropriate charge will be made for breakage of district supplied materials in laboratory courses.

RCCD TRANSCRIPTS
The RCCD transcript includes only coursework completed at Riverside Community College District. Official student transcripts may be requested on Web Advisor at www.rcc.edu, in the Transcript Office at the Admissions and Records office on the Riverside campus, and in the Student Service office at the Moreno Valley and Norco campuses. The first two official transcripts are free. There is a fee of $3.00 for each additional official transcript requested. For immediate service there is an additional $5.00 fee for each official transcript (available only on the Riverside and Norco campuses). Transcripts are mailed with first class postage. Unofficial transcripts are available free on Web Advisor. For more information regarding official transcripts, call (951) 222-8603.

Other Transcripts
Transcripts from other accredited institutions, submitted as official documentation of a student’s record, must be no more than 90 days/3 months old and in a sealed envelope from the institution. Students must fill out a Prerequisite Validation form at the Counseling counter in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status
Under federal law, Riverside Community College District is authorized to enroll nonimmigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree; for the first half of study toward a Baccalaureate Degree; and for certificate programs. About 300 students from 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES
RCCD shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. Refund deadlines are available on Web Advisor at www.rcc.edu.

Holds on Records
Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay a proper financial obligation due to the district. Any item or items will be released when the student satisfactorily meets the financial obligation.

MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS
RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition.

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Dept of Veterans Affairs for more information.

ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES

VETERANS ASSISTANCE
Riverside Community College District provides assistance to veterans for the following benefit programs: (1) Vietnam Era Veterans, Chapter 34; (2) Post-Vietnam Era Veterans, Chapter 32; (3) Veteran’s Administration Vocational Rehabilitation, Chapter 31; (4) Children and Widows or Widowers of Deceased or Disabled Veterans, Chapter 35; and (5) Active Duty Educational Assistance Program, Chapter 30; (6) Selected Reserve Educational Assistance Program, Chapter 1606.

Veterans wishing to use VA benefits must contact the Veterans Office located in the Admissions and Records Office on the Riverside City campus.

Veterans must submit an RCCD application and complete any required assessment testing and/or counselor orientation (if applicable). Before enrollment can be certified all prior credit must be evaluated. All transcripts must be sent to RCCD; they must be official, sealed and be less than 90 days old.

The above requirements must be completed before the Student Educational Plan (SEP) can be started for the VA qualifying program of study. After a counselor completes the SEP and the student is enrolled in approved classes, the Veteran’s Statement of Responsibility (Blue Sheet) is submitted to the RCCD Veterans’ Services office. Veterans should allow at least three weeks processing time during peak semester times. The VA then takes approximately one week to process the request.

Veterans can contact the RCCD Veterans’ office at (951) 222-8607 or veterans@rcc.edu for more information. Call 1-888-GIBILL1 for questions regarding pay, the Certificate of Eligibility, or benefits.
RESERVE OFFICER TRAINING CORPS
Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

ARMY & AIR FORCE ROTC PROGRAMS
Army ROTC
Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 880-5533.

Air Force ROTC
Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. You do not need to be a student of any of these colleges to get involved. For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

Regarding These Programs
For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 880-5440.

SPECIAL SUPPORTIVE SERVICES
Disabled Student Services
Riverside Community College District offers a comprehensive program of support services to students with a documented disability. Students who have a hearing impairment, visual impairment, physical disability (permanent or temporary), or a learning disability are eligible for the services which are provided according to individual need.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degree and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the students.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at the Moreno Valley or Norco campus or to the Admissions and Records office at the City campus and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. Included under this provision is the ability to disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rcc.edu/ferpa/ for more information.

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 7045 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend a records that they believe is inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to changed, and specify why it is inaccurate or misleading. If RCCD decides not to amend...
the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student’s rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 6070.

It is the responsibility of the student to advise the Admissions and Records Office of any change in address or telephone number. Change of information forms are also available at www.rcc.edu.
Nondiscrimination

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices that provide for the District and its employees and students to be in compliance with all of the applicable laws relating to the prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability, sexual orientation, ancestry, ethnic group identification, sex, or anyone perceived to be in a protected category or associated with those in a protected category.

Prohibition of Sexual Harassment

The sexual harassment of students or staff is prohibited by federal and state law and Board of Trustees’ policy. Such behavior includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone in the work or educational setting, when (1) submission to, or rejection of, the conduct is explicitly or implicitly made a condition of academic status or programs, employment, or participation in other District activities (2) submission to or rejection of, such conduct by an individual is used as a basis for making academic or personnel decisions affecting that individual’s educational or employment relationship with the District, (3) the conduct has the purpose or effect of having a negative impact upon an individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment, or (4) explicit or implicit coercive sexual behavior is used to control, influence or affect the educational advancement, availability of financial aid, access to campus resources, programs, activities, benefits, services or educational environment of a student; or the career, salary or working environment of an employee.

Filing a Complaint

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies 3100/4100/6100 and 3110/4110/6110 and their corresponding regulations and addendum for the complete District policy and procedure.

Informal/ formal Complaint Procedure:

• You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges;
• You do not need to participate in informal resolution;
• You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so);
• You will not be required to confront or work out problems with the person accused of unlawful discrimination;
• You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency’s jurisdiction.
• If your complaint is employment-related, you may file a complaint

Prohibición de Acoso Sexual

El acoso sexual de estudiantes o personal esta prohibido por las leyes federales y estatales y por la póliza de los miembros del Comité del Colegio. Tal comportamiento incluye, pero no está solamente limitado a, avances sexuales sin consentimiento, favores sexuales, y o cualquier otro tipo de conducta física o verbal de naturaleza sexual hecha por alguien en el área de trabajo o en el área educacional, cuando (1) se someta a, se rechaze, la conducta es explícita o implica una condición de estado académico o programas, empleo o participación en otras actividades de Distrito, (2) someterse a, o rechazo de, tal conducta en la cual un individuo utiliza esto como base para hacer decisiones académicas o personales que afecten la educación o empleo de un individuo dentro de este Distrito, (3) la conducta tiene el propósito o efecto negativo hacia el desempeño académico o de trabajo de un individuo, o de crear un ambiente intimidante, hostil, u ofensivo dentro del área educacional o de trabajo, o (4) conducta explicita o implícita de coherencia sexual para controlar, influenciar o afectar el avance educacional, disponibilidad de ayuda financiera, acceso a recursos en el plantel, programas, actividades, beneficios, servicios en el ambiente educacional de un estudiante; o profesión, salario o ambiente de trabajo de un empleado.

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea las Pózizas de la Junta Directiva Escolar 3100/4100/6100 y 3110/4110/6110, las regulaciones correspondientes a ellas y el apéndice para el procedimiento completo de la póliza del Distrito.

Procedimiento Para Una Queja Formal/informal:

• Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente;
• Usted no necesita participar en una resolución informal;
• Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (observe en la parte posterior el procedimiento a seguir en este caso);
• A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita;
• Usted puede presentar una queja basada en rehuso de –empleo– en la Oficina del Departamento de Educación de Estados Unidos por Derechos Civiles (OCR, por sus siglas en inglés) siempre y
with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.

- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity, and Human Resources Department immediately.

**Purpose of the Informal Resolution Process**

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.
- Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome or the District’s proposed resolution, provided that the time period for filing a formal complaint has not passed.

**How To File A Formal Complaint:**

- The complaint must be filed on a form prescribed by the State Chancellor’s Office. That form is available on the District Web site, from the Diversity, and Human Resources Department, or on the State Chancellor’s Web page at www.ccco.edu. It is also included as page 20 of the District Complaint Procedure.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

- Si su queja es relacionada a empleo, usted puede presentar una queja en la Comisión de Estados Unidos de Igualdad en Oportunidad de Empleo (EEOC, por sus siglas en inglés) y/o el Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Están prohibidas las represalias. Si usted siente que están usando represalias en su contra como resultado de haber presentado una queja, por favor pongase en contacto con el Departamento de Diversidad, y Recursos Humanos de RCCD.

**El Propósito de La Resolución Informal**

El propósito del proceso en una resolución informal es permitir que un individuo el cual cree que ella/el han sido ilegalmente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una declaración de que el comportamiento ofensivo cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la pólvora de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.
- Al seleccionar el proceso de resolución informal, no le previene a usted el poder tomar la decisión después de presentar una queja formal (sujeto a todas las reglas al presentar una queja formal). Usted puede hacer esto mientras el proceso informal está en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la propuesta resolución hecha por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

**Cómo Presentar Una Queja Formal**

- La queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- La queja debe ser presentada por la persona que declara que ella/el ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja afirme discriminación en el empleo, la queja deberá ser presentada en el espacio de 180 días.
District Director, Diversity, Equity and Compliance  
Diversity and Human Resources  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501  
(951) 222-8039

or with the:
Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95814

What Happens When A Formal Complaint Is Filed?  
The District will then conduct an investigation. Within 60 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Chancellor, the District Board of Trustees, and the State Chancellor’s Office.

Complainant’s Appeal Rights  
You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District’s investigation. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

If you do not appeal the results of the investigative report to the District Chancellor within 10 calendar days from the date of the report, you will be notified that the decision outlined in the report shall be deemed the District’s Administrative Determination. If appealed to the District Chancellor, the District Chancellor shall render a decision on the appeal no later than twenty calendar days after the date of the appeal. In either case, you will be informed of your first and second level appeal rights, as follows.

All Appeals Must Be In Writing  
(e-mail is not a satisfactory method).

First Level of Appeal: You have the right to file an appeal to the District’s Board of Trustees within 15 calendar days from the date of the Administrative Determination. The District’s Board of Trustees will review the original complaint, the investigative report, the Administrative Determination, and the appeal.

In order to appeal to the District’s Board of Trustees, please send a written request within the required time period to the attention of:

President, District Board of Trustees  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

The District’s Board of Trustees will issue a final District decision in the matter within 45 calendar days after receiving the appeal. Alternatively, the District’s Board of Trustees may elect to take no action within 45 calendar days, in which case the original decision in the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District’s Board of Trustees will be forwarded to you and to the

a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró o tuvo conocimiento de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.

• Usted puede presentar una queja con el:

District Director, Diversity, Equity and Compliance  
Diversity and Human Resources  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501  
(951) 222-8039

o con:
Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 92814

¿Que Sucede Cuando Una Queja Formal Es Presentada?  
El Distrito entonces conducirá una investigación. A partir de 60 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y enviará una copia del reporte investigativo, o un resumen a usted, junto con la notificación de su derecho a apelar la decisión ante el Rector del Distrito, la Junta Directiva Escolar del Distrito, y la oficina del Rector del Estado.

Derechos De Apelacion De La Persona Afecteda  
Usted, como persona afectada, tiene derechos que puede ejercer para apelar si usted no está satisfecho con los resultados de la investigación del Distrito. En el momento en que el resumen investigativo y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

Si usted no apela los resultados del reporte investigativo al Rector del Distrito en el espacio de 10 días del calendario a partir de la fecha del reporte, usted será notificado que la decisión descrita en el reporte deberá ser considerada la Determinación Administrativa del Distrito. Si hay una apelación hecha al Rector del Distrito, el Rector del Distrito deberá rendir una decisión en la apelación a más tardar de 20 días del calendario después de la fecha de apelación. En cualquier caso, usted deberá ser informado de su primer y segundo derecho de apelación en la siguiente manera.

Todas Las Apelaciones Deberan Ser Hechas Por Escrito  
(el correo electrónico no es un método satisfactorio).

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días del calendario a partir de la fecha en que la determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, el reporte investigativo, la Determinación Administrativa y la apelación.

Por favor envíe una petición hecha por escrito para poder solicitar una apelación a los Miembros de la Junta Directiva Escolar en el periodo de tiempo indicado, dirigido con atención de:

President, District Board of Trustees  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299
State Chancellor’s Office.

Second Level of Appeal: You have the right to file an appeal with the California Community College Chancellor’s Office in any case not involving employment-related discrimination within 30 calendar days from the date that the District’s Board of Trustees issues the final District decision or permits the Administrative Determination to become final by taking no action within 45 calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which Complainant filed an appeal with the District Board of Trustees within 45 calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

Contact Information (Informacion A Contactar)

Diversity and Human Resources Department
Riverside Community College District
3845 Market Street
Riverside, CA 92501-3244
(951) 222-8039
www.rcc.edu

Department of Fair Employment and Housing (DFEH)
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

U.S. Department of Education, Office for Civil Rights (OCR)
50 Beale Street, Suite 9100
San Francisco, CA 94105
(415) 556-4275
www.ed.gov

State Chancellor’s Office California Community Colleges (CCCCCO)
1102 Q Street, 3rd Floor
Sacramento, CA 95814-6511
(916) 445-4826
www.cccco.edu
Section II

STUDENT LIFE
ACADEMIC HONESTY
Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another’s words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the “Standards of Student Conduct,” listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

THE ARTS
ART
The visual arts at Riverside Community College District play a significant role in students’ lives. Painting, drawing, design, ceramics, sculpture, art history, computer and animation students have access to outstanding studio facilities as well as a large library collection of periodicals, books, and videos. Also unique to the library is a permanent art collection on display in offices throughout the Riverside campus.

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts. The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums.

The Art Gallery is located on the Riverside City campus, currently, in the Landis Performing Arts Center, but will relocate in Fall 2007 to the A.G. Paul Quadrangle. The Gallery is an exceptional display space that exhibits both student and faculty art. In addition, exhibitions of professional artists bring a variety of culturally diverse art to the community.

DANCE
The Dance Department at Riverside City College provides a full schedule of classes and activities that meet the needs of dance majors and minors as well as the recreational dancer. The Dance Department at RCC sponsors:
- master classes in dance and Pilates with notable guest artists;
- high school outreach;
- informal on-campus performances; and
- several major concerts during the year.

Dancers for Life is a benefit dance concert featuring professional choreographers and dance companies. The RCC faculty dance concert, Kinetic Conversations, features faculty choreography and performance, student dancers, and guest artists. Collaborations is an opportunity to showcase various dance and performance artists in concert. The student dance concert, Celebrate Dance, focuses on the work of RCC student choreographers and dancers.

Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. America College Dance Festival (ACDF) is an organization of community college and university dance programs across the United States. For the past four years, RCC Dance has been featured in the gala concert of ACDF, which recognizes the best work of emerging college dancers and choreographers. The RCC Dance Touring Ensemble is a select group of student dancers who work as a company for the entire year performing at various schools in the Inland Empire and represent RCC at various on-campus events. Concert and ensemble auditions are open to all students. Student interested in auditioning should check the Dance Department website: www.academic.rccd.edu/dance.

FILM SERIES
From time to time the college sponsors a free series of film classics open to students and the general public. The series is also open to registered students as a one-unit course, English 37, Film Appreciation, which has a lecture/discussion component.

MUSIC
The Music Department provides classes that meet all the requirements for transferring students with a music major or minor, and the department encourages all students to make music activities a significant and memorable part of college life.

RCCD music organizations include the select Chamber Singers and Vocal Jazz Ensemble, College Choir, Master Chorale, the Wind and Jazz Ensembles, the Marching Tigers Band, Gospel Singers, the Riverside Winds, Community Jazz Ensemble, MIDI Workstation, Guitar Ensemble and the Symphony Orchestra.

In addition to frequent local performances, these musical groups represent the college at intercollegiate and invitational festivals, tours and competitions throughout California, the United States, Europe, Asia and even on cruise ships. All young musicians are welcome to join.

THEATER ARTS
The Theater Arts have long been an important component of life on the Riverside Community College Campus. The Theater Department provides a performance curriculum based on the University of California and California State University systems for students who wish to transfer. In addition, we provide performance opportunities through our play series. The annual productions include four to five musical and non-musical student shows. The productions are designed with professional elements and can feature professional actors. Students are offered the opportunity to work both on stage and backstage.

ATHLETICS
Riverside Community College District maintains a program of intercollegiate athletics as a member of the Mission Conference in Football and the Orange Empire Conference in the following sports:

Men: Baseball, Basketball, Cross Country, Golf, Tennis, Track, Soccer, Swimming and Diving, and Water Polo

Women: Basketball, Cross Country, Fastpitch, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco Campus. Both Cross Country teams practice and play at the Moreno Valley Campus.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest.
The Career Center is firmly committed to assisting students in their effort to be successful and achieve their academic goals. The center is available to guide and direct students to career and vocational fields that best “fit” or match their interests, aptitudes and goals. The Career Center provides opportunities for extensive career exploration and evaluation of interests, aptitudes, skills and other characteristics related to vocational and pre-professional planning and job success.

**SERVICES:**

- Counseling appointments to interpret career exploration tests
- A resource library including career magazines, books, computer applications
- CareerFest: Occupational and Community professionals provide information on preparation
- On-campus Occupational Tours such as, nursing (RN & LVN), telecommunication, cosmetology, automotive (Toyota, Ford and GM) and more
- Career workshops including: How to Decide on a Major, Fastest Growing Career Fields and many more
- Career interest assessments: Strong Interest Inventory (SII), Myers-Briggs Type Indicator (MBTI), Self-Directed Search (SDS) and Career Occupational Preference System (COPS)
- Up-to-date information on emerging careers, locally, statewide, and nationally
- Computer access to utilize Internet resources, EUREKA online, researching majors, writing a resume, interviewing assistance, researching occupations, labor market information, career assessments (online and on paper), and career planning

**RESOURCES:**

- Printed material, books, magazines, and catalogues related to the job market, career trends, and industry and government information including career magazines, books, computer applications
- Occupational Outlook Handbook
- Dictionary of Occupational Titles
- Career Interest Videos
- Resume & cover letter writing
- Guidance 47 class: Career Exploration – this course is designed for students who are undecided about their educational or career goals

**WEBSITES:**

- Career Options by Academic Area – http://www.k-state.edu/acie/majorin/
- EUREKA – http://www.eureka.org
- Salary Guides – http://www.salary.com/

**TELEPHONE:**

- Riverside City campus: 951-222-8072
- Moreno Valley campus: 951-571-6205
- Norco campus: 951-372-7043

**COUNSELING CENTER**

The Counseling Department is committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices, and direction. Professional counseling enables students to utilize various resources and academic offerings and assists them in reaching their educational, vocational, and personal objectives and goals.

Special guidance courses are offered to assist each student in gaining the maximum benefit from the college experience. Courses are listed under Guidance in this catalog.

Specific counseling services include personal counseling, group counseling, career development, academic guidance, and information regarding graduation requirements and requirements for transferring to four-year colleges and universities.

**How to Use the Counseling Center**

Students may make appointments with the clerk in the Counseling Center, which is open Monday, Wednesday, and Thursday 8 am - 6 pm, Tuesday 8 am - 7 pm, and Friday 8 am - 12 pm. Appointments can be made at any of the three campuses: Riverside campus (951) 222-8440, Norco campus (951) 372-7101, Moreno Valley campus (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

**DISABLED STUDENT SERVICES**

The Office of Disabled Student Programs & Services (DSP&S), on each of RCCD’s three campuses, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California’s Title V Regulations (Acquired Brain Injury, Physical Disabilities, Hearing Impairments, Learning Disabilities, Developmental Disabilities, Psychological Disabilities, Other Health Impairments, Temporary Disabilities) and is housed in three physical locations on our three campuses. Support services and accommodations may be arranged for or provided at all locations. However, specialized assessment services to determine eligibility for services based on a specific learning disability are provided by the LD Specialists on each of our three campuses. The Interpreter Specialist, whose office is located in Administration 121, arranges interpreter services for the deaf and hard of hearing. On both the Moreno Valley and Norco Campuses, there is a designated office space for DSP&S. On the Moreno Valley Campus, the office is located in Science & Technology 150. The office on the Norco Campus is located in Student Services 123.

**Services are available to students with:**

**Physical Disabilities:**

- Acquired Brain Injury
- Amputations
- Arthritis
Cerebral Palsy
Multiple Sclerosis
Muscular Dystrophy
Orthopedic Disabilities
Post-Polio Disabilities

**Learning Disabilities:**
Average to above average intellectual ability with a verifiable learning disability.

**Other Health Impairments:**
Cardiac Disease
Diabetes
Epilepsy

**Psychological Disabilities**

**Communicative Disabilities:**
Deaf
Hearing Impaired
Speech Impaired

**Respiratory Disease**

**Temporary Disabilities:**
Broken Bones
Post Operative Recovery
Other

**Support Services Available Include:**
Adaptive Physical Education
Counseling
Interpreters/RTC for the Deaf
Individual tutoring
Liaison with other agencies
Mobility assistance
Note-taking services
Priority Registration
Test-taking assistance
High Tech Center (Adaptive computer equipment) and assistive devices

Trained professionals are available in the Office of Disabled Student Services to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: Riverside (951) 222-8060, Moreno Valley (951) 571-6138, Norco (951) 372-7070 and TDD (951) 222-8061.

Riverside Community College District does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is Vice Chancellor, Student Services.

**DISCIPLINE**
It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the Student Handbook.

**EARLY AND MIDDLE COLLEGE PROGRAMS**
The Riverside Community College District offers, early and middle college programs on each of its three campuses. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD campus in their region.

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**
Funded by the state of California, the EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:
- Personal, academic, and career counseling
- Priority Registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for EOPS, a student must:
1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 or Title V);
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor’s Waiver under either Method A or B;
5. be educationally disadvantaged:
   a. not qualify for degree-applicable English or Math course or
   b. did not graduate from high school or
   c. high school GPA below 2.5 or
   d. previous enrollment in remedial education

Services available at Moreno Valley (951) 571-6253, Norco (951) 372-7128, and Riverside (951) 222-8045. For further information contact the campus in your area.

**Cooperative Agencies Resources for Education (CARE)**
The aim of CARE is to assist single parents receiving AFDC (Aid to Families with Dependent Children) increase their educational skills, become more confident and self-sufficient, enhance their employability, encourage success and move from welfare to INDEPENDENCE.

To be eligible a student must:
1. be an eligible full-time EOPS student with 2.0 GPA (good standing);
2. be a single parent/head of household;
3. Student must be 18 years of age or older;
4. Must be a AFDC/CalWORKs recipient;
5. Have a child under the age of fourteen years of age;
6. Have the desire to continue their education and become self-sufficient.

CARE Services are supplemental to EOPS services and MAY include:
- Personal, Academic and Career Counseling
- Support Group
- Personal Counseling
- Child Care Stipend
- Tutorial Assistance
- Bus Pass or Parking Pass
- Meal Tickets
- Special Topic Workshops
Services available at Moreno Valley (951) 571-6253, Norco (951) 372-7128, and Riverside (951) 222-8045. For further information contact the campus in your area.

**STUDENT FINANCIAL SERVICES**

**Our Mission Statement**

The mission of the Student Financial Services Office is to provide students with financial assistance. By providing guidance with the application process, the Student Financial Services Office ensures that eligible students receive the maximum amount of financial assistance available during the academic year. Eligible students may qualify for a variety of programs that will assist in providing financial support for their educational expenses. Both Federal and State programs are offered through the Student Financial Services Office. The programs consist of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Cal Grant, Board of Governors Waiver, Federal Work Study, Academic Competitiveness Grant, CHAFEE grant, Child Development Grant, Scholarships, the Bureau of Indian Affairs Grant and the Federal Family Educational Loan Program.

**Objectives**

- Achieve an environment conducive to learning by providing a variety of financial assistance workshops, applications, literature and websites to assist students with the financial aid process.
- Encourage students to apply for financial assistance using the latest technology by applying on-line at www.fafsa.ed.gov. For current information and the dates of financial assistance workshops, please visit our website at www.rcc.edu studentfinancialservices.
- Increase the number of recipients by working hand-in-hand with local schools, community services offices and by attending outreach events.
- Increase awareness of the availability of financial assistance by providing marketing through e-mail, websites, marquees, sandwich boards, banners, fliers and literature.
- Offer excellent customer service by using a variety of methods such as personal assistance, phone contact, e-mail, website, individual appointments, and literature.
- Offer student employment through two programs: Federal Work Study and District employment. Scholarship applications and/or information are available also for those students still in need of financial assistance with their educational expenses, if they have unmet need after eligibility is determined. The Federal Family Educational Loan Program is also available to those in need of additional financial assistance but only after extensive counseling and approval.

**The Free Application for Federal Student Aid (FAFSA)**

The initial application used in applying for financial assistance is the FAFSA. The FAFSA must be completed for each academic year. Riverside Community College District’s Title IV code of 001270 must be listed in order for your FAFSA record(s) to be received by our department. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd at www.fafsa.ed.gov to ensure priority processing. Workshops are available throughout the year to assist with the application process. For workshop dates, please view our website at www.rcc.edu/studentfinancialservices. Personal assistance is available by appointment at each of the Student Financial Services Offices. Completing the FAFSA will determine your eligibility for the following:

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the Fall and Spring semesters, the parking fee will be reduced to $20.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes) To apply, complete the free application for Federal Student Aid (FAFSA) and you will be automatically awarded the BOGW if eligible. No separate application is required.

- **Cal Grants** are awarded by the California Student Aid Commission (CSAC) to California residents attending a qualifying institution at least half time (6 or more units). The deadline to apply for these grants is March 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the Free Application for Federal Student Aid (FAFSA) and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend RCCCD, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office and/or on Web Advisor, other than Undecided, and you must be meeting the RCCD Student Financial Services Satisfactory Academic Progress (SAP) standards. A list of the academic programs available at RCCCD can be located at the Admissions and Records counter on any campus as well as on Web Advisor.

- **Federal Pell Grant** are awarded to eligible undergraduate students to assist in paying for educational expenses and are awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from school and owe a refund). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. Pell Grant awards for the 2007-2008 academic year will range from $400 - $4,050. How much you receive will depend not only on your EFC but also on your cost of attendance, the number of units you are enrolled in, and whether you attend school for a full academic year. Students enrolled less than ½ time (6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the Student Financial Services Office, your Pell Grant eligibility will be determined. You will receive an award letter indicating how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

- **CHAFEE Grant** - The California Chafee Grant Program provides grants of up to $5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half-time (6 units) during the Fall and/or Spring semester and must meet Satisfactory
Academic Progress (SAP) for each semester before the Chafee grant can be disbursed. Disbursement is contingent upon eligibility and funding. This program is funded from Federal funds and the General Fund. The State Department of Social Services contracts with the California Student Aid Commission (CSAC) to administer the program. An application for this grant can be completed at www.csac.ca.gov. Paper applications can be picked up in the Student Financial Services Office and after completion, mailed to CSAC. This grant will be renewed automatically by CSAC as long as the student meets specific criteria. Each CHAFEE Grant disbursement is released by CSAC during the Fall and/or Spring semester at which time the Student Financial Services Office reviews the student’s enrollment and SAP prior to the disbursement being released to the student. If the student is not enrolled in 6 or more units and/or is not meeting SAP for the current academic year, the disbursement will be returned to CSAC. Eligible students are instructed to pick up their CHAFEE disbursement at the Auxiliary Business Services Office at Riverside City College.

**Child Development Grant** - The Child Development Teacher and Supervisor Grant Program is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. This program is funded from federal funds. The State Department of Education contracts with the California Student Aid Commission (CSAC) to administer the program. A paper application is available in April and can be picked up in the Student Financial Services Office or Early Childhood Education Office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to Shari Yates, Assistant Professor, Early Childhood Studies in the Early Childhood Education Office. The deadline to submit this application is June 15th. A new application must be submitted for each academic year and the application is available in mid April. The Child Development Grant disbursement is released by CSAC during the Fall and/or Spring semester at which time the Student Financial Services Office reviews the student’s enrollment and SAP prior to the disbursement being released to the student. If the student is not enrolled in 6 or more units and/or is not meeting SAP for the current academic year, the disbursement will be returned to CSAC. Eligible students are instructed to pick up their Child Development Grant disbursement at the Auxiliary Business Services Office at Riverside City College.

**CCAMPIS/SHINE Scholarship** – The CCAMPIS/SHINE Scholarship is available for eligible students that desire assistance with child care fees. Child care is provided by the Riverside City Campus Early Childhood Education Department. Child care is offered for children ages 6 weeks to 5 years. Criteria for this scholarship is that the student must be eligible for the Federal Pell grant, be actively attending classes at RCCD, have completed at least 30 semester units of college coursework at RCCD or another college and the student must participate in academic and parenting support workshops. A paper application can be picked up in the Student Financial Services Office or Early Childhood Education Office. The application must be submitted to Debbie Whitaker-Menses, Associate Dean, Early Childhood Education in the Early Childhood Education Office. Funds for this scholarship are provided by the Department of Education from Spring 2006 through Spring 2009.

**Academic Competitiveness Grant** - On February 8, 2006, President George Bush signed a new legislation that created the Academic Competitiveness Grant (ACG). This grant is intended to provide additional money for full-time college students who completed a “rigorous course of study” during their high school years. The high school must validate whether the student meets one of the following options for eligibility for the 2006/2007 school year:

- The California Golden State Merit Diploma
- A set of courses similar to the State Scholars Initiative
- Advanced Placement (AP) or International Baccalaureate (IB) courses and test scores.
- California A-G Requirements

These recent high school graduates may be eligible for the additional ACG for up to $750 for their first year of college and $1300 for their second year.

**Federal Supplementary Educational Opportunity Grant (FSEOG)** – FSEOG is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the Free Application for Federal Student Aid (FAFSA). Like the Pell Grant, it is a cash award that does not require re-payment. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2nd deadline and qualify for the maximum Pell Grant award. This grant is awarded until funds are exhausted.

**The Student Employment Program** - Under the Student Employment program, students can work part-time, (20 hours per week) earning money to help pay for their educational expenses. Pay rates start at the current federal minimum wage (currently $7.50 per hour and may vary year to year) however, some positions may start at a higher pay rate.

**The Program:**

Provides part-time employment that will work around a student’s class schedule
- Helps pay for educational expenses
- Helps gain work experience

There are two types of employment through the Student Employment Program.

1. Federal Work Study (FWS)

Students must:
- have completed the Free Application for Federal Student Aid (FAFSA)
- have completed their financial aid files
- have been determined eligible for financial aid
- meet Satisfactory Academic Progress standards
- maintain at least ¼ time enrollment
- maintain at least a 2.0 CGPA

Types of FWS Programs:
- On Campus positions
- Off Campus positions
  1. America Reads
  2. America Counts
  3. Community Service
  4. Literacy
II. District

These positions are available on each campus throughout the district and do not require the completion of the FAFSA. Earnings are paid from a department’s budget.

Students must:

- maintain at least ½ time enrollment
- maintain at least a 2.0 CGPA

FWS and District positions may be viewed at www.MonsterTrak.com 24 hours a day, seven days a week. The password to view available positions using this site is “RCC”.

Students must have a valid social security card with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. Refer to our website at www.rcc.edu for more information or contact the Student Employment Office at 951 222-8000 Ext. 4281.

- Federal Family Educational Loan Program (FFELP) - Riverside Community College District (RCCD) participates in the Federal Family Education loan (FFELP) Program. At RCCD it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

RCCD does not recommend borrowing more than $10,000 at the Community College level (this amount includes all loans from any other institutions attended). To view your complete loan history, go to: National Student Loan Data System http://www.nslds.ed.gov. A Department of Education PIN is required to access this website. To get a PIN go to: www.pin.ed.gov.

- Students must be meeting Satisfactory Academic Progress (SAP) and must be enrolled at least half-time (six units) in courses required by the major declared with the RCCD Admissions and Records Department. Students must have a completed financial aid file at RCCD and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit your “FFELP Loan Request Form” to any one of our three campuses (Moreno Valley, Norco, or Riverside).

- Students will receive notification by mail, within two weeks after the deadline date they submitted the “FFELP Loan Request Form” regarding the status of their loan request. If approved, EDFund will guarantee the loan and the student would need to sign his/her Master Promissory Note with their PIN. Once our office receives the loan roster (sent once a week on Thursdays) with the student’s name listed, we verify that they are still eligible for the loan disbursement and mail it to the student. RCCD mail is not forwarded by the U.S. Postal Service so it is extremely important that a current mailing address is listed in the Admissions and Records Office at all times.

- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year students receive a loan at RCCD. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at RCCD. We also reserve the right to deny loans to students on a case-by-case basis.

SCHOLARSHIPS

Riverside Community College District offers scholarships through its Foundation office and generous donors. These scholarships are based on a variety of majors, career goals, GPA, community service and club involvement:

- The RCC Scholarship Brochure for continuing and transferring students is available every fall semester with a deadline in early December. The brochure includes RCCD scholarship listings, application, personal essay form, evaluation forms and instructions on how to apply. It is also available on our website early in the fall semester at www.rccd.edu/studentfinancialservices. Scholarship information workshops are held at each RCCD campus prior to the scholarship deadline to assist students in the scholarship application process.

- The RCC Scholarship Brochure for High School Seniors is available during the spring semester each year with a deadline in early March. The brochure contains RCCD scholarships to be awarded to High School Seniors who will be attending RCCD during the academic year after they graduate from High School. The brochure is available in February and March of each year at each High School within the RCC District and also at www.rccd.edu/studentfinancialservices.

- The Community Scholars scholarship is a partnership between RCCD and California Baptist University, La Sierra University and the University of Redlands. This is a $7,000 scholarship offered to Riverside County High School Seniors who will attend RCCD for two years and transferring to one of the Universities mentioned above for two years. The application is available at each High School within the RCC District and also at www.rccd.edu/studentfinancialservices in February and March of each year.

Scholarships are also available from sources outside of RCCD. There are many resources and opportunities for students to find scholarships to use while attending RCCD. However, it requires time and effort on the part of the student to locate and apply for outside scholarships:

- A list of scholarships RCCD has been notified of is available at Student Financial Services and at www.rccd.edu/studentfinancialservices.


- If you are awarded a scholarship from a source outside of RCCD, you may use your scholarship to pay for tuition and fees, set up a bookstore account at any campus bookstore, or be reimbursed for tuition, fees and books already paid for or purchased. Follow the donor’s directions on how to have your scholarship funds sent to RCCD and you will be notified upon receipt of the funds by RCCD with instructions on how to access your scholarship funds for use at RCCD.

Student Financial Services Counseling and Outreach Office
– Riverside City Campus

The Student Financial Services Counseling and Outreach Office is located on the Riverside City Campus behind the Bradshaw Student Center.
Requirements and Eligibility

1. Developing educational goals
2. Maintaining financial aid eligibility by meeting Satisfactory Academic Progress standards
3. Providing Probation Success Workshops
4. Working with students who are in a probationary or ineligible financial aid status.
5. Processing financial aid Appeals.

Outreach and Other Services Include:
- FAFSA on the Web applications
- Financial Aid Presentations and Workshops (information on how to apply for financial assistance and the different programs available through the RCC Student Financial Services Office)
- Monstertrak.com (on-line list of Federal Work Study and District on campus and off campus positions)
- Information regarding scholarship opportunities available through outside agencies

Responsibilities and Requirements

The district must follow Federal, State and Institutional regulations in administering financial assistance programs. Students also must adhere to all Federal, State and Institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements eligibility may be rescinded. Please review the following guidelines:

- **Ability to Benefit**
  To be eligible for federal and most types of state financial assistance, students must have a high school diploma (and pass the California High School Exit Examination, if applicable), GED (or equivalent) or pass the Ability to Benefit (ATB) test. If you need to take the ATB test because you do not have a high school diploma or GED, please contact your campus Assessment Center to take the test.

- **Student Educational Plan**
  You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you must meet with an academic counselor.

- **Citizen or eligible non-citizen**
  To be eligible for federal and state financial assistance, you must be a U.S. citizen or eligible non-citizen with proof of permanent residence (alien registration card, 1-94 or I-155). Citizenship or permanent residency is not required to most scholarship aid though.

- **Return of Title IV Funds**
  If you receive federal or state financial assistance and you drop ALL of your courses you may need to REPAY a portion of your financial assistance. (See our Consumer Guide for more information regarding Return of Title IV Funds)

- **Student cannot receive financial assistance at two institutions at the same time.** (Except for the Board of Governors Fee Waiver)

- **Satisfactory Academic Progress**
  All students must make Satisfactory Academic Progress (SAP) to maintain eligibility. If you do not meet the SAP standard you will become ineligible for most types of financial assistance. The SAP standard is as follows:
  - GPA – Maintain an overall Grade Point Average of 2.0.
  - Completion percentage – Successfully complete at least 67% percent of all units attempted at the RCC district
  - Maximum amount of units – Eligibility for most types of financial assistance is limited to 90 units attempted at the RCC district.

- **Contact Information**
  Be sure to keep your mailing address, phone number and email address up to date. This ensures that you will receive timely information from the district. This information can be updated via WebAdvisor or in person at Admissions and Records.

- **Social Security Number**
  Be sure to input your Social Security number to the district. We cannot process most types of financial assistance without your Social Security number on file.

- **Disbursement Information**
  Disbursement of financial assistance occurs after the student has completed the FAFSA and turned in all documents requested. For dates of disbursement, please view our Consumer Guide on our website at www.rcc.edu/studentfinancialservices or pick one up at one of our offices.

**FOOD SERVICES**

When school is in session, Food Services offers a variety of services. On the Riverside campus, full service meals including baked goods are available in the Bradshaw Center Cafeteria, as well as cold sandwiches, coffee, cold drinks and a variety of grab and go foods in the Lovekin Concession, a trailer, located on the north side by the tennis courts. The Tiger’s Den, located on the Norco and Moreno Valley campuses, are small convenience stores with cold sandwiches, coffee, drinks and microwave items. Hours of operation for all facilities are:

**FALL – SPRING SCHEDULE**

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<thead>
<tr>
<th>Cafeteria Hours</th>
<th>Lovekin Concession Hours</th>
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<tr>
<td>Mon – Thurs 6:45am – 8pm</td>
<td>Mon – Thurs 6:30am – 8pm</td>
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<tr>
<td>Friday 6:45am – 1pm</td>
<td>Friday 6:30am – 1pm</td>
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<tr>
<td>Sat – Sun Closed</td>
<td>Sat – Sun Closed</td>
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<tr>
<td>Tigers Den/ Norco Hours</td>
<td>Tigers Den/ Moreno Valley Hours</td>
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<tr>
<td>Mon – Thurs 7am – 8pm</td>
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<td>Friday 7am – 1pm</td>
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**WINTER – SUMMER SCHEDULE**

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In addition, vending machines are conveniently located in the Bradshaw Center Cafeteria and several other buildings, on the Riverside campus. Both the Moreno Valley and Norco campuses have vending machines located in the Tiger’s Den.
HEALTH SERVICES
The Health Services office is located on each campus; in the Bradshaw building on the Riverside campus, and in the Student Services buildings on the Moreno Valley and Norco campuses. The centers are open Monday through Thursday, 8:00 a.m. to 7:30 p.m. on the Riverside campus and 8:00 a.m. to 4:30 p.m. on Norco and Moreno Valley. All offices are open Friday 8:00 a.m. to 4:00 p.m.

Services include emergency care, first aid, health counseling, health education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and referral to appropriate agencies and professionals in the community by a college nurse.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All campus accidents should be reported immediately to the Health Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Health Services office.

We are here to serve you! Your medical records and all discussions with our staff are completely confidential.

HONORS PROGRAM
The Riverside Community College District offers an Honors program at the City and Moreno Valley campuses. The Honors Program makes it possible for students to stretch themselves intellectually, actively work with fellow students and faculty in an environment that encourages them to improve their critical thinking, written and verbal communication skills to a university level, and to help them to cultivate an awareness and understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program will be the enthusiastic learning environment created by Honors faculty and students, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.

To be eligible for the program, current RCC students need:
- 3.2 GPA in 9 transferable units
- Eligibility for or Completion of English 1A
- Completed Honors Program Application

To be eligible for the program, incoming high school students and all other 1st time college students need:
- 3.25 GPA
- Eligibility for or Completion of English 1A
- Completed RCC application
- Completed Honors Program Application

Benefits
The Honors Program offers several benefits to students who successfully complete individual honors classes or the six honors classes required to complete the program:
- Low student-teacher ratios. Honors classes have a maximum of 20 students and are taught seminar-style.
- A rich variety of learning approaches: seminars, field trips, group projects, essays, peer critiques, student presentations among them.
- One-on-one mentoring and help from the honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Workshops to help students prepare university and scholarship applications and application essays.
- Cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a Class Advocate, on the Honors Advisory Council, on the Transfer Advisory Council, or participate in Outreach activities.
- A community of dedicated, motivated students and faculty.

For more information, contact:
(951) 222-8779

INFORMATION CENTER
If you have news or information you want to give out for free, bring a copy to the Student Activities Office and it will be displayed on campus.

Posting Policy: Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each campus or program location to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

INTERNATIONAL EDUCATION
Riverside Community College District is dedicated to the concept of an internationally based education. The District supports a curriculum that includes the infusion of a global dimension throughout all subject areas to better prepare our students for success in the global community.

Through our college Study Abroad Program, students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy, spring semester in the “citadel of learning,” Oxford, England, as well as opportunities for academic study tours during the summer session.

INTERNATIONAL STUDENT CENTER
The Center for International Students and Programs organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 300 students from 60 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service.

The Center also contributes to the international dimension of the campus by presenting resource speakers from the United States and abroad who address current world issues.

JOB PLACEMENT SERVICES
Job Placement is an employment service provided by the district to assist students with their job search efforts. Job Placement is located in the Technology A building, Room 133 on the Riverside campus. Job Placement Services are also offered on the Moreno Valley and Norco Campuses. For additional information, you may contact the office by calling (951) 222-8480.
Jobs on campus may be accessed through the internet at monstertrak.com by using the student code: RCC. Jobview Kiosk machines are available on all three campuses for on-line employment.

Some of the services offered are: Job referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search and Annual Career/Fairs and Recruitment Fairs.

Office hours are:

**Riverside Campus**
Monday, Tuesday, Wednesday, Friday 7:30 a.m.-4:30 p.m.
Thursdays 8:00 a.m.-4:00 p.m.
Contact office for other hours: (951) 372-7147

**Norco Campus**
Thursday 8:00 a.m.-4:00 p.m.
Contact office for other hours: (951) 372-7147

**Moreno Valley Campus**
Tuesday: 8:00 a.m.-5:00 p.m.
Tuesday: 8:00 a.m.-5:00 p.m.

**LIBRARY/LEARNING RESOURCE CENTER (LLRC)**
The Riverside Community College District offers quality library services at the Riverside Campus (Digital Library/Learning Resource Center, 2nd and 3rd floors), at the Moreno Valley Campus (Library Building, second level), and at the Norco Campus (Dr. Wilfred Airey Library). For details on hours of operation and Library policies, please visit the LLRC home page at: http://library.rcc.edu.

The operational hours for each campus during spring and fall semesters follow:

**Riverside City Campus:**
Monday-Thursday: 7:30a.m.-9p.m.;
Friday: 7:30a.m.-4:00p.m.;
Saturday: noon-4 p.m.
Circulation Services - (951) 222-8651 (overdue books, library cards, held records, or reserve material)
Reference Desk - (951) 222-8652

**Moreno Valley Campus**
Monday-Thursday: 8a.m.-8p.m.;
Friday: 8a.m.-12noon;
Saturday: 10 a.m.-4 p.m.
Phone: (951) 571-6112

**Norco Campus:**
Monday-Thursday: 8a.m.-8p.m.;
Friday: 8a.m.-12noon;
Saturday & Sunday: 8 a.m.-4 p.m.
Phone: (951) 372-7019

Summer and Winter intersession hours vary, and will be available at the libraries and on the Library’s website (http://library.rcc.edu) - as well as special hours due to College holidays, etc.

The online catalog is available at each campus library, as well as from any computer with Internet access. The libraries also provide public internet access, electronic databases, photocopiers, and microfilm and microfiche reader/printers. There is a charge for computer printouts, photocopies, and printouts from the microfilm reader/printers.

Students will need a library card for library Internet use and checkout privileges. RCCD students, faculty and staff obtain their first card at no charge at the circulation desk. To replace a stolen or lost card, there is a charge of $1. Community members may purchase a library card for $5 per session.

**PUBLICATIONS**
Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at the Riverside City College and contains news of student, faculty, and staff activities on all three campuses. Other district publications include Muse, RCCD’s literary magazine; the Student Handbook; RCCD Reports, a community newsletter; and the Bulletin, a bi-weekly college newsletter announcing campus activities and events.

Students enrolled on the Norco Campus publish their own student newspaper, the Norco Voice. The newspaper, which is student produced, reports on issues and events pertaining to not only the RCCD campus, but also the broader communities. The Norco Voice is free and can be obtained in newspaper dispensers provided in various locations on campus.

**THE RCCD FOUNDATION**
Established in 1975, the RCCD Foundation, a 501(c)(3) not for profit organization, was created to provide support for scholarships and other special projects to benefit the College and its students. Over the years, the RCCD Foundation has played a major role in the acquisition of land for the Moreno Valley Campus, the Early Childhood Studies building, the RCCD Art Gallery, Passport to College, the purchase of the RCCD Alumni House, and several other initiatives.

Scholarship support remains a central mission of the RCCD Foundation. In 1991, the Foundation launched a successful $1 million Endowed Scholarship Campaign, one of the largest scholarship campaigns undertaken by a community college at the time. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation’s assets total more than $4 million, with $300,000 distributed annually in scholarship support to incoming, continuing, and transferring students. In 2005-2006, an additional $400,000 in scholarships were awarded to students enrolled in the Passport to College program, a nationally recognized early outreach initiative.

The RCCD Foundation Office is located in the RCCD Alumni House. If you would like to learn more about the RCCD Foundation and gift and scholarship opportunities, please call 222-8626.

**RCCD ALUMNI HOUSE**
In 1998, the RCCD Board of Trustees and the RCCD Foundation Board of Directors approved the purchase of the historic Alabaster Home located at 3564 Ramona Drive and transformed the home into the RCCD Alumni House. The house overlooks the Riverside City campus, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for college and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday
Riverside Community College District 2007-2008 Student Life

RCCD ALUMNI BRICK CAMPAIGN
In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the rear courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point in the home’s garden, and a visual testament to RCCD Alumni and friends of the college. For gifts of $100 or more, you can purchase a brick and have it personalized to commemorate your time at RCC, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call 222-8626 for additional information or to order your Alumni Brick today!

SOCIAL EVENTS
An extensive program of activities is provided by the ASRCCD. A master calendar of these events is maintained in the Riverside Bradshaw Center and Student Activities Office at the Moreno Valley and Norco Campuses. New and exciting activities are often planned.

CLUBS AND ORGANIZATIONS
The ASRCCD sponsors many clubs/organizations on all three campuses. There are honorary, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCCD. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities/Government offices on all three campuses.

Athletics
- Karate
- Wrestling

Career
- Dental Hygiene
- Emergency Medical Services

Departmental
- Math & Science
- Business Leaders of Tomorrow
- Philosophy Club
- Spanish Club

Honor/Service
- Amnesty International
- Alpha Gamma Sigma
- Human Services

Religious
- Students for Christ
- LDSSA

Multicultural/Ethnic
- African American Student Alliance
- Gospel Singers
- MEChA (Movimiento Estudiantil Chicanos de Aztlan)
- Latinos Promoting Education and Culture

Special Interest
- Art Club
- Clay Club
- RCC Dancers
- Graphix Club
- International Students
- L.G.B.T.S.A

Marching Tigers
- Model United Nations
- Muse
- Phi Rho Pi
- Photo Club

COLLEGE HOUR
Riverside Community College District is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two “activity hours” per week: Tuesday/Thursday. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASRCC. A master calendar of these events is maintained in the Riverside Bradshaw Center and Student Activities Office at the Moreno Valley and Norco Campuses.

DEAN OF STUDENT SERVICES
Many student services and student government activities are the responsibility of the Campus Dean of Student Services. A Student Activities Coordinator is located in the Student Activities Office on the Moreno Valley, Norco, and Riverside campuses.

EDUCATIONAL SERVICE-SOCIAL
Student clubs and organizations give a major part of their time for improvement of the campus and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards. Clubs and organizations also exist to provide various kinds of service to the college and to the larger community as well.

FERPA
Students have the right to stop the use of their social security number in a manner otherwise prohibited by submitting a written request to Admissions with photo identification.

HONOR SOCIETY
Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the college was granted membership in Alpha Gamma Sigma, The California community college honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

Entering freshmen may join Alpha Gamma Sigma with a temporary membership if they are life members of the California Scholarship Federation. Riverside Community College District students are eligible with a cumulative Riverside Community College District grade point average (GPA) of 3.0 or above.

PROFESSIONAL INTEREST GROUPS
The following are some of the professional groups which are active on campus:

Cosmo, an organization of students in the Cosmetology program; Student Nurses Organization (SNO) for students enrolled in the R.N. and L.V.N. programs; The Engineering Club; the Automotive Association; the Business Leaders of Tomorrow; the Early Childhood Educators Club; Law Society; and the Graphix student printing club.
STUDENT ACTIVITIES OFFICE
The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

Programs and Services

- Support for the Associated Students of Riverside Community College District
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

Student Activities Offices are located on the Moreno Valley, Norco and Riverside campuses.

STUDENT GOVERNMENT
Riverside Community College District has one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Town, and many other successful activities.

The student government is responsible for representing the social, political, and educational concerns of our students. The main purpose of student government is to provide student leaders with skills beyond what they learn in the classroom. Interpersonal communication, budget control, entrepreneurial skills, creativity, and activity planning are just a few of the skills that our very active student leaders learn.

The student government is comprised of three main branches of government: Executive, Legislative, and Judicial Branches. The Student Trustee is the official representative of the Associated Students of Riverside Community College District (ASRCCD). The Moreno Valley, Norco and Riverside Campuses each elect student body Presidents and Vice Presidents to serve as the site leader. The Student Trustee, Presidents and Vice Presidents are directly elected by the student body.

The Senate, the Legislative Branch, is composed of Senators who are also elected by the student body. The Supreme Court, the Judicial Branch, rules on the constitutionality of legislation and is responsible for holding student forums. Students can become involved in ASRCCD either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

Riverside Community College District strongly encourages student participation. Students who wish to become involved should visit the Student Activities Office located in the Bradshaw Center at the Riverside City Campus, the Student Center at the Moreno Valley Campus and Library 101 at the Norco Campus.

SMOKING POLICY
Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated.

TEACHER PREPARATION AND EDUCATION PROGRAMS
The Teacher Preparation and Education Programs vision statement is that all Future Teachers in Action (FTA) students will attain the highest level of academic knowledge, learning applications, performance skills and professional integrity necessary to ensure fulfilling personal lives and exemplary careers in education. The innovative educational opportunities and comprehensive services described below are offered through the Office of Teacher Preparation and Education Programs to empower a diverse community of learners toward individual achievement, success, and life long learning.

Service Learning is embedded throughout all the Teacher Preparation programs because it provides students with opportunities to put academic theories into practice through experiential learning, and foster civic engagement through service to the community.

For more information call the office at (951) 222-8927 or go to the website www.rccteacherprep.com.

For the Teacher Preparation Academic counselor, please call (951) 328-3754.

- Teacher Reading and Mathematics Development Partnership (TRMDP)
  The AmeriCorps TRMDP program is designed to address the literacy and mathematics crises in area elementary schools while offering college students opportunities to learn teaching/tutoring skills for professional development toward a teaching career. For more information, please call (951) 328-3532.

- AmeriCorps ALERT (Local Emergency Readiness Teams)
  The ALERT program provides AmeriCorps members with extensive education and training on disaster preparedness and emergency response techniques that enhance and support community awareness through literacy. This hands-on program provides an opportunity for 52 students to serve their community as a prelude to a career in teaching, public safety, and the emergency management fields. For information, please call (951) 328-3532.

- Title V Teacher Preparation, Math, Science Service Learning, and Supplemental Instruction
  The Title V program expands the scope of training for college students interested in a multi-subjects credential or a single subject credential. The program improves success rates in teacher education programs with an emphasis on encouraging Hispanics and other under-represented groups in teaching to become transfer ready. For more information, please call (951) 328-3752.

The program includes Supplemental Instruction (SI), an academic assistance program that increases student performance and retention. The SI program targets traditionally difficult
coordinate college transfer efforts to provide quality transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first generation college students.
3. Work collaboratively with campus governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students throughout RCCD.
4. Develop a continuous cycle of monitoring and evaluating district transfer services through collection and compilation of data in collaboration with RCCD Research Department.

Transfer Center Services:
The Transfer Centers throughout RCCD provide many services, resources, programs, and information to students who are interested in transferring to baccalaureate-level institutions including:

- Information on transfer requirements and major preparation
- Campus tours
- Library of university and college catalogs
- Computer access to utilize internet resources, applications, and to view college/university information online
- Transfer Workshops – Help with your UC/CSU Application, Your Personal Statement Essay, The Student-Athlete and Transfer, What you need to know about Financial Aid and Transfer, Steps to Becoming a Teacher, and a variety of others throughout the year
- Articulation with baccalaureate-level institutions
- Counseling appointments with university representatives
- Fall and Spring transfer day
- Transfer Recognition Ceremony
- Monthly calendar of events/workshops/university representatives in the center

For more information please call:
Norco Campus at (951) 372-7043
Moreno Valley Campus at (951) 571-6205
Riverside City Campus at (951) 222-8446

TRIO PROGRAM
The Trio Program is federally funded by the U.S. Department of Education. Participants must meet specific federal guidelines and program expectations.

The Norco Campus sponsors the TRIO- Student Transfer & Academic Retention (STAR) program. This program offers qualifying RCC, Norco students a strong academic support and learning community that will assist students in mastering their college transition. The primary goal of the program is to increase their retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of the success of low-income and first generation college students and students with disabilities.

Services include:

- Tutoring
- University Tours
- Cultural Activities
- Early Registration
- Supplemental Grant Aid
- Summer Bridge Program
- Book Loan Program
- Academic, Career/Transfer and Personal Counseling
To be eligible for STAR, a student must be:
- A first generation college student, low income, or disabled
- Interested in transferring to a four-year institution
- A full-time student (12 units or more)
- Maintain a 2.5 grade point average or better
- Enroll at RCC, Norco Campus

For more information call (951) 372-7149

TUTORIAL SERVICES
Why should you come for tutoring?
- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 3 hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the college’s faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

How To Obtain Tutoring Services
If you are in need of a tutor, please follow these simple steps to secure your appointment.
- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

How To Become A Tutor
Tutoring offers a great opportunity to earn while you learn!
Tutors must have passed the class (es) they are tutoring in with at least a “B” grade or higher and:
- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

Center Information
Riverside City Campus
Telephone number: (951) 222-8170
Fax number: (951) 222-8955

Moreno Valley Campus
Student Services Building
Telephone number: (951) 571- 6167
Fax number: (951) 571- 6188

Norco Campus
Student Services Building
Telephone number: (951) 372-7143
Fax number: (951) 372-7076

WORKFORCE PREPARATION
Workforce Preparation at Riverside Community College District (RCCD) offers a wide range of services and programs to assist current and former welfare (TANF) recipients, at-risk youth, and youth in foster care with preparing for academic achievement, employment, and attaining financial independence. The programs directed by Workforce Preparation include the CalWORKs Program, the Workforce Preparation Skills Classes, Secrets of Success (SOS) workshops, TANF-Child Development Careers Program (TANF-CDC), Foster and Kinship Care Education Program, Riverside Gateway to College Early College High School, and the Foster Youth Emancipation Program. The following programs outlined are some of the ways in which Workforce Preparation is meeting the challenge of implementing various programs to aid disadvantaged students or potential students.

CalWORKs Program
Workforce Preparation offers the CalWORKs Program, funded through the Chancellor’s Office of the California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. Welfare recipients face a five-year lifetime limit, and CalWORKs is one of the ways California is meeting the challenge of welfare reform. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. The Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 3,000 students have participated in the CalWORKs Program and received support services with new CalWORKs students enrolling each week.

Services available include:
- Career and academic counseling
- Educational and occupational assessments
- Priority registration
- Intensive case management
• Work Study opportunities
• Job placement
• Skill-building courses
• Financial aid coaching
• Parenting and wellness resources

CalWORKs students participating in the Riverside County GAIN program, in approved welfare-to-work plans, may receive supplemental services such as:

• Childcare
• Transportation
• Textbooks and materials
• Parking permits

Services are available at the Riverside, Moreno Valley, and Norco campuses. For more information call (951) 222-8648.

Workforce Preparation Skills Classes
The Skills Classes are open to all students. Workforce Preparation offers open-entry Skills Classes to students interested in building a strong foundation of reading (REA 87 or 95), writing (ENG 60A1-4), business English (CAT 30A-C), math (MAT 90A-F), computer keyboarding and applications (CAT 99A-D), and life management skills to enhance success in the workplace and in further college courses. The Skills Classes offer fundamental building blocks for both workplace skills and academic coursework. There are a wide variety of students who have benefited from the skill classes including first-time college students to those with college degrees who are seeking to enhance their workplace and academic skills. The skills classes are presented in a student-paced, instructor-led format with multiple entry dates per week. Dependent upon the class, there are multiple course offerings per day. Our instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills, students who are pursuing occupational training in 100+ certificates, and students seeking a degree or transfer of students who have benefited from the skill classes including first-time college students to those with college degrees who are seeking to enhance their workplace and academic skills. The skills classes are presented in a student-paced, instructor-led format with multiple entry dates per week. Dependent upon the class, there are multiple course offerings per day. Our instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills, students who are pursuing occupational training in 100+ certificates, and students seeking a degree or transfer.

Secrets of Success (SOS) Workshops
Secrets of Success (SOS) workshops are open to all students at no cost. The SOS workshops are four separate workshops designed to increase student success in college and the workplace by enhancing the skills necessary to reach educational and career goals. Each week has a topic including Time Management, Goal Setting, Study Skills, and Life Stamina. The workshops are available to all students who want to develop self-sufficiency skills. The SOS workshops are offered weekly on the Riverside campus. For the workshop schedule, please call (951) 222-8648.

TANF-Child Development Careers (TANF-CDC) Program
Workforce Preparation offers the TANF-Child Development Careers (TANF-CDC) Program, funded through the Foundation for California Community Colleges. The TANF-CDC Program is designed as an integrated and innovative approach to the education and training of CalWORKS recipients pursuing a Preschool Teacher Permit. Individuals eligible to receive the TANF-CDC Program services are TANF (Temporary Assistance for Needy Families) recipients who are pursuing careers in early childhood education. Welfare recipients now face time limits (18-24 months of consecutive aid with a maximum five-year lifetime limit), and the TANF-CDC Program is among the options for recipients to comply with the welfare reform requirements. RCC is funded to serve 55 students and funding is based upon student enrollment in the TANF-CDC Program.

TANF-CDC Program services may include:

• Transportation assistance
• Textbooks and materials
• Parking permits
• Incentives
• Special topics workshops
• Assistance with fingerprinting and permit fees

The goal of the TANF-CDC Program is to train eligible CalWORKs recipients to become California credentialed preschool teachers. Services are available at the Riverside, Moreno Valley, and Norco campuses. For more information call (951) 222-8648.

Foster/Kinship Care Education (FKCE) Program
The Foster & Kinship Care Education Program (FKCE) provides the continuing training/education hours that foster parents are mandated to receive each year, in order to retain their license with the County of Riverside. Relative (grandparents, aunts, etc) caregivers are not required to attend training, but are strongly encouraged to do so. RCCD provides a minimum of 150 training hours each year on topics including, but not limited to, child development, attachment, impact of abuse and neglect, special needs children, positive discipline, self esteem, etc. Classes are open to others who care for children as well (childcare providers, teachers, parents, group home staff, social workers, etc), and are provided free of charge. Workshops are held both mornings and evenings at off-campus locations throughout Riverside County. Classes in Spanish are also offered. For more information call (951) 222-8937.

Foster Youth Emancipation Program (FYEP)
The FYEP is a joint effort between the County of Riverside’s Independent Living and RCCD’s Workforce Preparation Programs. This unique program is designed to provide eligible youth with a “hands-on” approach to life-skills development and training through workshops in a variety of areas, such as: money management, setting career and educational goals, health and safety issues, employment assistance, housing assistance, mentoring and personal support. As a county-wide support program, any youth between the ages of 16-21, referred to FYEP, by Riverside County’s Independent Living Program is eligible to receive these direct services and support. Creating self-reliance and self-sufficiency for our youth are our primary goals and mission at FYEP, with these ideals carrying over a lifetime for the youth with whom we are committed to serve and support. For more information, please call (951) 222-8445 or e-mail the program director at FYEP@rcc.edu.

Riverside Gateway to College Early College High School
Riverside Gateway to College Early College High School, a small charter high school, located on the Riverside City campus, provides at-risk youth, 16 through 20 years of age, who have dropped out of school, or are near dropping out of school, with the opportunity to
earn a high school diploma while achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward an associate degree, occupational certificate or college transfer program. To that end, Riverside Gateway to College provides students with a continuum of services that helps students achieve academic success, opens their eyes to post high school opportunities, provides an avenue for students to transition to the postsecondary environment, and supports students during their enrollment. Following successful completion of the first term cohort-based college preparatory experience, students’ transition to classes with the college’s general (adult) population. Gateway to College resource specialists develop individualized student education plans that are intended to prepare, advance, and measure student progress toward high school completion, college preparation and success. Riverside Gateway to College also offers a school-to-career pathway to enrolled students interested in pursuing certification and/or an associate degree in automotive technologies. For more information, please call (951) 222-8931 or (951) 222-8934.
Section III

GRADUATION REQUIREMENTS
ASSOCIATE DEGREE
PHILOSOPHY FOR THE ASSOCIATE DEGREE
The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the district to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE
Students are reminded that they are responsible for understanding and complying with the requirements for the academic degrees described in this section as well as elsewhere in this catalog.

The governing board of Riverside Community College District shall confer the degree of associate in arts or associate in science upon the student who has demonstrated competence and who has completed the following requirements:

I. UNIT REQUIREMENT
A minimum of 60 units of college work, of which 18 semester units are in a discipline or related discipline in one of the five groups listed below.

ASSOCIATE IN ARTS
(Only one Associate in Arts Degree will be awarded)
Group 1: Anthropology, economics, education, geography, history, human services, military science, physical education, political science, psychology, sociology, or any combination of these.

Group 2: American Sign Language, art, dance, early childhood studies, English, foreign languages, humanities, journalism, music, philosophy, speech communication, telecommunications, theater arts, or any combination of these.

Group 3: Successful completion of IGETC (Intersegmental General Education Transfer Curriculum) or CSU Breadth requirements (California State University). (Note: Students must also complete the Section VII Additional Degree Requirements listed on the next page.)

ASSOCIATE IN SCIENCE
(Only one Associate in Science Degree will be awarded, multiple Associate in Science Degrees in Occupational programs may be awarded, see page 56)
Group 4: Engineering, mathematics, natural science (life and/or physical), or any combination of these.

Group 5: Administration of Justice, business administration, nursing or occupational-technical courses.

II. RESIDENCE REQUIREMENT
In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 15 units in residence at any campus within the Riverside Community College District. To receive a certificate, a student must complete a minimum of fifty percent (50%) of the required units at Riverside Community College.

III. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES
Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office. Course credit is accepted from all regionally accredited institutions as listed in the AACRAO Handbook. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the AA/AS Degree. Honors for graduation will be calculated in the same manner.

IV. GRADE POINT AVERAGE REQUIREMENT
A student must have a minimum grade point average of not less than 2.0 (“C” average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

V. BASIC SKILLS COMPETENCY REQUIREMENT
(0-7 UNITS)
A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination, (recommended by the math department) and approved by the curriculum committee, or by the successful completion of a Riverside Community College District mathematics course, with a “C” or higher, selected from Math 1-49, 52 or 53, or the equivalent.

B. Students must demonstrate reading competency by obtaining:
   1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading; OR
   2. completion of Reading 83 with a “C” or higher; OR
   3. a minimum grade of “C” in each general education course; OR
   4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.

C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 50, or English 1A or 1AH with a “C” grade or better.

VI. GENERAL EDUCATION REQUIREMENTS
General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles,
concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 23 semester units as outlined in the following categories. The following precollegiate basic skills courses are considered non-degree applicable: Art 95 to 99; Computer Applications and Office Technology 99 ABCD; English 60AB, 60A1, 60A2, 60A3, 90-98; English as a Second Language 51 AB, 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95; Guidance 85 AB, 86, 95; Mathematics 62 ABC, 63, 64, 65, 90 A-F, 98; Reading 66, 81, 82, 83, 87, 95; in addition, practicums numbered 95-99 are not degree applicable.

A. NATURAL SCIENCES (3 UNITS)
Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 or 22.

B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)
1. American Institutions (3 units)
   History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53
   or
   Political Science 1 or 1H, 5 AND

2. Social and Behavioral Sciences (3 units)
   Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in “1” above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. HUMANITIES (3 UNITS)
Any course for which the student is eligible in American Sign Language 1, Architecture/Engineering 36, art, dance, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, Speech 7 or 8, theater arts, and telecommunications.

D. LANGUAGE AND RATIONALITY (10 UNITS)
1. English composition (4 units).
   Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 50, or English 1A or English 1AH, with a grade of “C” or better.

2. Communication and analytical thinking (6-8 units) Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:
   Computer Information Systems 1A through 30
   English 1B or 1BH
   Mathematics 1-49
   Philosophy 11, Philosophy/Math 32
   Speech 1, 1H, or 9

VII. ADDITIONAL DEGREE REQUIREMENTS
A. Health Education (3 Units)
   Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.

B. Self Development (2 or 3 units)
   1. Physical Education (two activities courses)
      Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.
      PHP-6 Physical Education for Elementary and Pre-School
      PHP-29 Soccer Theory and Practice
      PHP-42 Lifeguard and Water Safety Instructor’s Certification
      PHP-47 Hiking and Backpacking
      DAN-3 World Dance Survey
      DAN-5 Movement Education for Elementary and Pre-School
      MUS-45 Marching Band Woodwind Methods
      MUS-46 Marching Band Brass Methods
      MUS-47 Marching Band Percussion Methods
      MUS-48 Marching Band
      MUS-59 Winter Marching Band Clinic
      MUS-60 Summer Marching Band Clinic
      MUS-61 Auxiliary Marching Units
      OR

   2. Fitness and Wellness (3 units)
      PHP-4 Nutrition
      PHP-30 First Aid and CPR
      PHP-35 Foundations for Fitness and Wellness
      PHP-36 Wellness: Lifestyle Choices

NOTE: Students are exempt from the Self Development requirement when they complete the Cosmetology program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, the EMS Program, or the Physician Assistant program.

VIII. CERTIFICATE PROGRAM
Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College District.

IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)
Students may apply for degrees and certificates for any term in the 2007-08 year during the following application periods:

   Summer—First day of Summer Term through July 1
   Fall—First day of Fall Semester through Oct. 1
   Winter—First day of Winter Term through Jan. 15
   Spring—First day of Spring Semester through April 1

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.
Students who want to participate in the commencement ceremony must file their application by April 1. Students applying for a degree must pay a $5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

X. SECOND DEGREES
Students may earn one Associate in Arts Degree, one Associate in Science (General A.S.) Degree, and any occupational Associate in Science Degree for which they qualify. This means that a student may qualify for more than one degree during any one given semester. Students who complete and apply for a degree within the same academic year will be awarded the degree effective the semester in which all requirements are met.

Students who have met degree requirements in a previous academic year and have not maintained continuous enrollment will be awarded the degree in the semester in which the application is submitted, provided all current degree requirements are met.

XI. CATALOG RIGHTS
Graduation requirements apply to students enrolled for the school year indicated by this catalog. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time continuous enrollment began. Continuous enrollment is defined as attendance of one semester for each academic year.

SCHOLASTIC HONORS AT COMMENCEMENT
Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with great distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

DEAN’S LIST
Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work with a grade point average of 3.0 or better will be recognized by a letter from the Dean of Instruction.

ACADEMIC APPEALS BY STUDENTS
When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Board Policy 6080 for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter and to recommend action. Upon receipt of the committee’s recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students’ rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure can be found in the Student Handbook.

STANDARDS OF CONDUCT
Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the campus, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections V 76033,76120) for disciplinary action. See Board Policy 6080 for details.

STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL
The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

Standards for Probation
Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the RCCD grading scale.

2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.

3. A student on academic probation for a grade point deficiency shall achieve good standing when the student’s accumulated grade point average is 2.0 or higher.

4. A student on progress probation because of an excess of
A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their campus.

**Standards for Dismissal**

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.

2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of “F”, “W”, “I” and “NC” in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.

3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.

4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which “F”, “W”, “I” and “NC” are recorded meets or exceeds 50%.

**Grading System**

**Grades**

Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used:


“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. “Ws incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to “MW”s.

Students should refer to WebAdvisor, or their Registration Receipt/Class Schedule for withdrawal deadlines.

The “I” grade is given only in cases where a student has been unable to complete academic work for an unforeseeable, emergency and justifiable reasons. The condition for removal of the “I” shall be stated by the instructor in a written agreement. A copy will be kept on file in Admissions and Records until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. A copy of this record shall be kept in the files of the appropriate department chairperson. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” grade will be changed to an “F” if the student does not meet the conditions of the agreement.

**Grade Points**

On the basis of scholarship grades, grade points are awarded as follows: “A”, 4 points per units of credit; “B”, 3 points per unit of credit; “C”, 2 points per unit of credit; “D”, 1 point per unit of credit; “F”, no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for grades of “I”, “W”, “NC”, “CR”, “IP”, “RD”, or “MW”.

**Grade Changes**

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three campus.

**Extenuating Circumstances Petition**

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

**Auditing Classes**

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.

2. Permission to audit a class is done at the discretion of the instructor and with instructor’s signature.

3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.

4. With the instructor’s signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short term courses.

5. With the instructor’s signature and permission, a student may enroll in a course for audit at any time during the semester.
Advanced Placement Credit

Students who have successfully completed courses in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Credit awarded through Advanced Placement may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A.3, see page 37 in the catalog.) Official Advanced Placement Scores should be sent to the Admissions and Records Office for official evaluation.

<table>
<thead>
<tr>
<th>AP COURSE</th>
<th>EQUIVALENT</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History</td>
<td>History 6 &amp; 7</td>
<td>3 + 3</td>
</tr>
<tr>
<td>Art History</td>
<td>Art 1 &amp; 2</td>
<td>3 + 3</td>
</tr>
<tr>
<td>Art - General Portfolio</td>
<td>Art 22 &amp; 24</td>
<td>3 + 3</td>
</tr>
<tr>
<td>Art - Drawing Portfolio</td>
<td>Art 17</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology 1</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry 1A &amp; 1B</td>
<td>5 + 5</td>
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<tr>
<td>Computer Science</td>
<td>CIS 16</td>
<td>3</td>
</tr>
<tr>
<td>Economics (Macro)</td>
<td>Economics 7</td>
<td>3</td>
</tr>
<tr>
<td>Economics (Micro)</td>
<td>Economics 8</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>English 1A</td>
<td>4</td>
</tr>
<tr>
<td>English Composition &amp; Literature</td>
<td>English 1A &amp; 1B</td>
<td>4 + 4</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Bio 36</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>History 5</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>French 1 &amp; 2</td>
<td>5 + 5</td>
</tr>
<tr>
<td>German Language</td>
<td>German 1 &amp; 2</td>
<td>5 + 5</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td>Pol Sc 1</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Gov't.</td>
<td>Pol Sc 2</td>
<td>3</td>
</tr>
<tr>
<td>Latin</td>
<td>Latin</td>
<td>5 + 5</td>
</tr>
<tr>
<td>Math A &amp; B</td>
<td>Math 1A</td>
<td>4</td>
</tr>
<tr>
<td>Math B &amp; C</td>
<td>Math 1A &amp; 1B</td>
<td>4 + 4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Music 4 &amp; 5</td>
<td>4 + 4</td>
</tr>
<tr>
<td>Music Listening &amp; Literature</td>
<td>Music 19</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>Phys 2A &amp; 2B</td>
<td>4 + 4</td>
</tr>
<tr>
<td>Physics C</td>
<td>Physics 4A</td>
<td>4</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Spanish 1 &amp; 2</td>
<td>5 + 5</td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 12</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Advanced Placement Examinations are reevaluated by each university or college to which you transfer. Although Advanced Placement Examinations will meet equivalent RCC course requirements for general education (IGETC & CSU GE), the school of transfer may not grant equivalent course credit.

CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. Courses offered for Credit by Exam are specified in the catalog. In the case of foreign languages, students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must...
be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 (C). The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco campuses and pay enrollment fees including out of state and/or out of country tuition where applicable.

A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

After the discipline faculty has determined the student’s evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.

Credit by examination is not treated as part of the student’s study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans’ Administration Benefits or eligibility purposes.

The student’s academic record will be clearly annotated to reflect that credit was earned by examination.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit for College-Level Examination Program (CLEP)
A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.

Credit granted for CLEP will not be posted on the student’s RCCD transcript and will not be used to meet IGETC or CSU General Education Breadth Requirements for Certification. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Evaluations office in Admissions and Records.

GENERAL EXAMINATIONS

<table>
<thead>
<tr>
<th>Examination</th>
<th>Passing Score</th>
<th>Credit Granted</th>
<th>General Ed. Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>500</td>
<td>4 + 4</td>
<td>English 1A &amp; Elective</td>
</tr>
<tr>
<td>Humanities</td>
<td>500</td>
<td>3 + 3</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>Mathematics</td>
<td>500</td>
<td>3 + 3</td>
<td>Math 25 &amp; Elective</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>500</td>
<td>3 + 3</td>
<td>Life Science &amp; Physical Science</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>500</td>
<td>3 + 3</td>
<td>Soc. Sciences &amp; History (does not meet American History &amp; Institutions requirements)</td>
</tr>
</tbody>
</table>

SUBJECT EXAMS

**Composition & Literature**
- American Lit 50 3 English Literature Elective
- Analysis & Interpretation of Literature 50 3 English Literature Elective
- English Literature 50 3 English Literature Elective
- Freshman College Composition 50 4 English 1A

**Foreign Languages**
- College French
  - Level 1 50 5 + 5 French 1 & French 2
  - Level 2 50 5 + 5 + 5 + 5 French 1, French 2, French 3, & French 4

**College German**
- Level 1 44 5 + 5 German 1 & German 2
- Level 2 54 5 + 5 + 5 + 5 German 1, German 2, German 3, & German 4

**College Spanish**
- Level 1 46 5 + 5 Spanish 1 & Spanish 2
- Level 2 55 5 + 5 + 5 + 5 Spanish 1, Spanish 2, Spanish 3, & Spanish 4

**Social Sciences & History**
- American Government 50 3 Political Science 1
- American History I 50 3 History 6
- Early Colonizations to 1877
- American History II 50 3 History 7
- 1865 to Present
- Introduction to Educational Psychology 50 3 Psychology Elective
- Principles of Macroeconomics 50 3 Economics 7
- Principles of Microeconomics 50 3 Economics 8
- Introductory Psychology 50 3 Psychology 1
- Introductory Sociology 50 3 Sociology 1
- Western Civilization I
- Ancient Near East to 1648 50 3 History 4
- Western Civilization II
- 1648 to Present 50 3 History 5

**Sciences and Math**
- Calculus with Elementary Functions 50 4 Math 1A
- College Algebra 50 4 Math 11
- College Algebra - Trigonometry 50 4 Math Elective
- Trigonometry 54 3 Math 36
- General Biology 50 3 Biology 10 (no lab)
- General Chemistry 50 3 Chemistry 10 (no lab)

**Business**
- Information Systems & Computer Applications 50 3 CIS 1 or 1A
- Principles of Management 50 3 Management 44
- Introductory Accounting 50 3 Accounting 10A
- Introductory Business Law 50 3 Business Elective
- Principles of Marketing 50 3 Marketing 20
Military Credit
Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS’s, Correspondence courses, Internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. Requests for evaluation of military credit should be submitted to the Veterans Office located at the Riverside City campus. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.

REPEAT POLICY
Course Repetition in a Non-Repeatable Course
Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

1. The student is repeating the course to alleviate substandard work which has been recorded on the student’s record (D, F, or N/C) Courses in which a substandard evaluative symbol has been assigned may be repeated once. Otherwise, students are limited to four attempts per course counting withdrawals (W’s). No Petition for Course Repetition is required if a student has only one substandard grade or has not attempted the class four times (including Ws).

2. The student’s previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student. A Petition for Course Repetition and documentation are required.

3. There has been a lapse of time (at least 5 years) since the student previously took the course. A Petition for Course Repetition is required.

4. The course outline of record has been officially changed and demonstrates significant curricular changes. A Petition for Course Repetition is required.

5. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

   a. Repetition of courses shall be permitted only upon petition of the student with the written permission of the program administrator based on a finding that circumstances exist which justify such a repetition.

   b. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average. Students must file a Petition for Course Repetition.

   Petitions for Course Repetition are available in the Admissions offices and Deans of Instruction offices at Riverside, Moreno Valley, and Norco campuses. Petitions are approved or denied by a Dean of Instruction.

The following conditions apply to course repetition in non-repeatable courses:

1. Only courses which are current Riverside Community College District courses may be repeated.

2. When course repetition occurs, the permanent academic record is annotated in such a manner that all work remains legible ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol.

3. For courses taken and repeated at RCCD, the highest grade earned in the repeated course will be used to compute an adjusted grade point average. The adjusted grade point average will be used in determining academic status and in establishing eligibility for the Associate in Arts degree, Associate in Science degree and occupational certificates.

4. For courses taken or repeated at another accredited college or university, the highest grade earned in the repeated course will be used to compute an adjusted cumulative grade point average. The adjusted cumulative grade point average will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

5. Students may repeat any course, which was taken in an accredited college or university and for which substandard academic performance was recorded.

6. The District reserves the right to honor similar, prior course repetition action by other accredited colleges and universities.

7. This regulation will not be construed so as to limit the repetition of activity and performance courses as defined below:

Course Repetition in a Repeatable Course
The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four times.

2. Repeatable courses are identified in the college catalog.

3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:

   a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the higher grade used in the computation of the grade point average.
b. Grades from other repeats will be used in the computation of the grade point average.

ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco campuses. The policies are as follows:

1. A student may request academic renewal for not more than two semesters of grades and credits which are not reflective of a student’s present ability and level of performance.

2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the semester(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)

3. If and when the petition is granted, the student’s permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) not calculated in the GPA, will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.

4. A student may be granted academic renewal only once.

5. A student may repeat work taken during academic renewal semesters only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of “C” or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Riverside Community College Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at the City campus. The forms are also available in the Student Services offices at the Moreno Valley and Norco campuses. For information on challenge procedures, see page 8.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the semester in which they plan to enroll.
Section IV

REQUIREMENTS FOR COLLEGE TRANSFER
CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)
UC Website: www.ucop.edu/pathways
  UC, Berkeley
  UC, Davis
  UC, Irvine
  UC, Los Angeles
  UC, Merced
  UC, Riverside
  UC, San Diego
  UC, San Francisco
  UC, Santa Barbara
  UC, Santa Cruz

California State University (CSU)
CSU Website: www.csu.mentor.edu
  CA Polytechnic State University, San Luis Obispo
  CA Polytechnic State University, Pomona
  CSU, Bakersfield
  CSU, Channel Islands
  CSU, Chico
  CSU, Dominguez Hills
  CSU, East Bay
  CSU, Fresno
  CSU, Fullerton
  CSU, Long Beach
  CSU, Los Angeles
  CA Maritime Academy
  CSU, Monterey Bay
  CSU, Northridge
  CSU, Sacramento
  CSU, San Bernardino
  CSU, San Marcos
  CSU, Sonoma
  CSU, Stanislaus
  Humboldt State University
  San Diego State University
  San Francisco State University
  San Jose State University
REQUIREMENTS FOR COLLEGE TRANSFER

GRADUATION REQUIREMENTS

Information about transfer is available in the Transfer/Career Center located in the Admissions and Counseling building. Most transfer institutions have a unit, subject and scholarship (GPA) requirement. Although completion of all general education (GE) is not an admissions requirement, it is advisable that GE courses be completed prior to transfer. Students pursuing high unit majors such as Engineering, Computer Science, Physical or Life Sciences, should seek the advice of a counselor prior to selecting general education course work.

REQUIREMENTS FOR ADMISSION TO THE
UNIVERSITY OF CALIFORNIA

Applying to transfer: To be eligible to apply for transfer as a junior, students must have completed at least 60 units of UC-transferable credit and meet specific admission requirements. In most cases, students may transfer up to 70 semester units of credit from a community college.

At most UC campuses admission is competitive and a grade point average higher than the minimum 2.4 is required.

Students who have earned fewer than 60 semester units of transferable college work will be admitted to the University of California on the basis of their high school records.

A student who was eligible to enter the University of California directly from high school must maintain a “C” average in all work taken in a community college.

Students with High School Deficiencies

Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable college coursework to be eligible to transfer.

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:

A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4, and

B. Complete a course pattern requirement to include:

1. Two transferable college courses (3 semester units each) in English Composition; and

2. One transferable college course in mathematical concepts and quantitative reasoning; and

3. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Student who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy this requirement.)

General Education Breadth Requirements for a Degree from the University of California (UC)

Students may fulfill their lower-division requirements by completing either the individual U.C. Campus general education pattern or the Intersegmental General Education Transfer Curriculum (IGETC).

In order to receive full credit for general education completed at Riverside Community College District, the IGETC must be certified and completed in its entirety. Once you have transferred to a UC or CSU, you may not return to RCCD to complete additional IGETC requirements nor can you use courses taken at the transfer institution. Please see your counselor to determine which pattern is more appropriate for you and for information regarding certification.

Copies of the breadth requirements for each University of California campus and the Intersegmental General Education Transfer Curriculum (IGETC) are available in the Transfer/ Career Center.

REQUIREMENTS FOR ADMISSION TO THE CALIFORNIA STATE UNIVERSITY

High School Requirements

High school graduates are classified as “eligibles” or “ineligibles” on the basis of an eligibility index. This index is a weighted total of either the ACT composite score (American College Testing Program), or the SAT total score (Scholastic Aptitude Test of the College Entrance Examination Board), and the student’s grade point average based on work completed in the last three years of high school exclusive of physical education and military science.

Community College Transfers

A student who was eligible to enter a California State University as a freshman must maintain a “C” average in all work taken at a community college. A student who was ineligible to enter a California State College on his or her high school record may transfer from a two-year college on completion of 60 transferable units with a “C” average and completion of CSU general education requirements in communication in the English language and mathematics with a “C” or better in each course. 1988 and later high school graduates must complete a minimum of 30 semester units of GE courses with a “C” or better in each course. CSU general education requirements in communication in the English language and mathematics must be completed as part of the 30 unit requirement. Seventy units is the maximum allowed for transfer from a community college.

General Education Breadth Requirements for a Degree from the California State Universities (CSU)

Students transferring to one of the California State University campuses can complete the CSU General Education Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC). Please see a counselor to determine which pattern is more appropriate for your educational goal.

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor’s degree. Of these 48 units, 9 units must be completed in upper division (junior and senior years) and up to 39 units may be completed in lower division (freshman and sophomore years). Students may complete these general education units at Riverside Community College District for transfer and it is to the student’s advantage to have these units of general education CERTIFIED.
Certification is a legal agreement between the California State University system and the community colleges in California to assure that CSU general education requirements met at Riverside Community College District satisfy the LOWER DIVISION general education requirement at all California State Universities. Each campus may have a slightly different program. Failure to complete FULL CERTIFICATION will cause courses to be reviewed differently at each campus.

Report any problems encountered with certification of general education for transfer to the counseling department at Riverside Community College District.

Courses which can be certified as general education for transfer to California State Universities are listed below. These courses are transferable and are considered baccalaureate level.

2007-08 CSU General Education Requirements

A. Communication and Critical Thinking (minimum 10 units)

Select one course from each area. Grades of “C” or better are required. All of Area A must be completed prior to transfer.

1. Oral Communication: Speech Communication 1 or 1H, 9
2. Written Communication: English 1A or 1AH
3. Critical Thinking: English 1B or 1BH; Philosophy 11; Speech Communication 2, 3A, 4A, 5

B. Physical Universe and Its Life Forms (minimum 10 units)

Select one course from 1, 2, and 4. At least one of the science courses must have a lab—see underlined courses. Area B-4 must be completed prior to transfer.

1. Physical Universe: Astronomy 1A; Chemistry 1A, 1B, 2A, 2B, 3, 10, 12A, 12B; Geography 1, 1L, 5; Geology 1, 1/1L, 1B, 2, 3; Oceanography 1, 1/1L; Physical Science 1, 5; Physics 2A, 2B, 4A, 10, 10/11
2. Life Forms: Anatomy and Physiology 2A, 2B, 10; Anthropology 1; Biology 1, 2A, 2B, 3, 5, 7, 8, 9, 10, 11, 12, 34, 36; Microbiology 1; Psychology 2
3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.
4. Mathematics: (grade of C or better is required): Math 1A, 4, 5, 10, 11, 12, 25, 36

C. Arts, Literature, Philosophy and Foreign Languages (minimum 9 units)

Select at least one course from each area:

1. Arts: Architecture/Engineering 36, Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Dance 6; English/Humanities 36, Music 6, 19, 20, 21, 22, 25, 26, 89; Telecommunications 65; Theater Arts 3
2. Humanities: American Sign Language 1, 2, 3, 4, 5; Arabic 1, 2, 3, 11; Chinese 1, 2, 11; English 1B or 1BH; 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 21, 22, 23, 25, 26, 30, 35, 37, 40, 41, 44, 45, 48; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 4, 11; Greek 1, 2; History 1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15, 19, 21, 22, 23, 25, 26, 28, 29, 30, 31, 34, 35; Humanities 3, 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 1, 2, 3, 11; Japanese 1, 2, 3, 4, 11; Korean 1, 2, 11; Latin 1, 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 15, 19, 20, 21, 32, 33, 35; Portuguese 1, 2; Russian 1, 2, 3, 11; Spanish 1 or 1H, 1A and 1B, 2 or 2H, 3, 3N, 4, 8, 11, 12; Telecommunications 12

D. Social, Political and Economic Institutions and Behavior: Historical Background (9 units)

Select at least one course from three different areas:

1. Anthropology and Archeology: Anthropology 2, 3, 5, 6, 10, 21
2. Economics: Economics 4, 5, 6, 7, 8
3. Ethnic Studies: Anthropology 4; History 14, 15, 28, 29, 30; Sociology 10, 35
4. Gender Studies: History 34, Sociology 15; Speech Communication 13
5. Geography: Geography 2, 3, 4, 6
6. History: Chemistry/Physical Science 17; History 1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 19, 21, 22, 23, 25, 26, 35; Military Science 1, 2
7. Interdisciplinary Social or Behavioral Science: Early Childhood Studies 20; Telecommunications 41
8. Political Science, Government and Legal Institutions: Political Science *1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 7ABC, 8, 10ABC, 11, 12, 13
9. Psychology: Psychology 1, 9, 33, 35
10. Sociology and Criminology: Sociology 1, 2, 3, 11, 12, 17, 20, 30, 42, 45, 49.

Courses designated with an asterisk (*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

E. Understanding and Self-Development (3 units)

Select one course from:

1. United States History, Constitution and Government (6 units)

Although this is not a part of the general education requirements, all students must complete coursework in U.S. History, Constitution and Government as required by Title V, Administrative Code, Section 40404. These courses may, however, also be used to partially fulfill Area D or C.

1. U.S. History: (3 units) History 6 or 6H or 7 or 7H or Humanities 16
2. Constitution and Government (3 units)

Political Science 1 or 1H

Note: Students planning to transfer to Cal Poly Pomona or Cal Poly San Luis Obispo have specific general education requirements which must be taken, based upon their major. See your counselor to ensure proper academic planning.
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2007-2008

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. Transfer students will receive certification for all their general education requirements only after completing all the subject areas with a “C” grade or better.

See your counselor for courses required in your major. The UC system will allow IGETC courses to also count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.

NOTE: IGETC certification is valid for community college students only. Those who have already transferred to the CSU/UC systems may not return to RCCD to complete the IGETC requirements.

Courses which can be certified as general education for transfer to the Universities of California or the California State Universities are listed below. These courses are transferable and are considered baccalaureate level.

1. English Communication (8-11 units)
   - CSU — 3 courses required; one from each group
   - UC — 2 courses required; one from group a and one from group b
   a. English Composition: English 1A or 1AH
   b. Critical Thinking—English Composition:
      English 1B or 1BH (must be taken Fall, 1993 or later)
   c. Oral Communications: Speech 1 or 1H
      (CSU requirement only)

2. Mathematical Concepts and Quantitative Reasoning (3 units)
   Math: **1A, 1B, 1C, 2, 3, 4,**5,** 10,** **11, 12, 25

3. Arts and Humanities (3 courses required: 9-13 units)
   Choose at least one course from the Arts and one from the Humanities
   a. Arts: Arabic 11; Architecture/Engineering 36; Art 1, 2, 5, 6 or 6H, 7, 8, 9, 10, 12; Chinese 11; Dance 6; English 36, French 11; German 11; Humanities 36, Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 25, 26, 89; Russian 11; Theater Arts 3
   b. Humanities: American Sign Language 3; Arabic 2, 3; Chinese 2; English 6, 7, 8, 9, 14, 15, 18, 21, 22, 23, 25, 26, 35, 40, 41, 44, 45, 48; French 2, 3, 4, 8; German 2, 3, 4; Greek 2; History 1*, 2*, 4*, 5*, 6 or 6H*, 7 or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 2, 3; Japanese 2, 3, 4; Korean 2; Latin 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 19, 20, 21, 33, 35; Portuguese 2; Russian 2, 3; Spanish 2 or 2H, 3, 3N, 4, 8, 11, 12

4. Social and Behavioral Sciences (9 units)
   Choose one course from at least two disciplines.
   Anthropology 1*, 2, 3, 4, 5, 6, 21; Chemistry 17; Early Childhood Education 20, Economics 4, 5, 6, 7, 8; Geography 2, 3, 4, 6; History 1*, 2*, 4*, 5*, 6 or 6H*, 7 or 7H*, 8*, 9*, 11*, 12*, 14*, 15*, 19*, 21*, 22*, 23*, 25*, 26*, 28*, 29*, 30*, 31*, 34*, 35*; Military Science 1, 2; Physical Science 17; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 11, 13; Psychology 1, 2*, 9, 33, 35; Sociology 1, 2, 3, 10, 11, 12, 15, 17, 20, 35, 42, 49

5. Physical and Biological Sciences (7-9 units)
   Choose at least one Physical Science and one Biological Science course.
   One of the courses must include a lab—see underlined courses.
   a. Physical Science: Astronomy 1A, 1B; Chemistry **1A,**1B,**2A,**2B,**3,**10,**12A,**12B; Geography 1, 1H/1L; 5; Geology 1, 1H/1L, 1B, 1H/1L; Oceanography 1, 1H/1L; Physical Science **1, 5; Physics* **2A, **2B, **4A, **4B, **4C, **4D, **10, **10/11
   b. Biological Science: Anatomy and Physiology 2A, 2B; Anthropology 1; Biology 1, 2, 3, 5, 7, **8, **9, **10, 11, 12, 30, 34,**36; Microbiology 1; Psychology 2*

6. Language Other Than English (UC requirement only)
   a. Proficiency equivalent to two years of high school in the same language with at least a grade of C in all four semesters.
   OR
   b. American Sign Language 1 or 1A and 1B; Arabic 1, 2; Chinese 1, 2; French 1; German 1; Greek 1; Italian 1; Japanese 1; Korean 1; Latin 1; Portuguese 1; Russian 1, 2, 3; Spanish 1 or 1H, 2 or 2H, 3, 3N, 4.

Foreign languages above level 1 will also meet this requirement.

*Course may be listed in more than one area, but shall not be certified in more than one area.

**Indicates that transfer credit may be limited by either UC or CSU or both. Consult with a counselor for additional information.

Note: It is important that you meet with your counselor for information regarding courses required for your major. The UC system will allow IGETC courses to also count toward major requirements. Not all CSU campuses allow double-counting of general education requirements.

CSU graduation requirement in U.S. History, Constitution and American Ideas
(not part of IGETC, recommend completion before transferring)

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Complete one course from area a and one from area b:
1. History 6 or 7 or Humanities 16
2. Political Science 1

REQUIREMENTS FOR ADMISSION TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California’s fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community colleges.

REQUIREMENTS FOR ADMISSION TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES
Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the college’s or university’s Office of Admissions.

As admission requirements vary campus to campus, it is necessary to meet with a counselor to implement your educational plan. Copies of breadth requirements and major requirements for some of the nearby independent colleges and universities are available in the Riverside Community College District Transfer/Career Centers.

The independent colleges and universities include:
- California Baptist University
- La Sierra University
- Loma Linda University
- Occidental College
- Pepperdine University
- Scripps College
- Stanford University
- University of La Verne
- University of the Pacific
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- Whittier College

**TRANSFERABILITY OF COURSES**

Questions regarding the transferability of courses should be referred to a college counselor. A listing of baccalaureate level courses that will transfer to the California State University System is available from any college counselor or in the Transfer/Career Centers. A list of baccalaureate courses acceptable for admission to the University of California is also available. In addition, courses acceptable for transfer to the UC and CSU institutions are indicated in the back of this catalog following the descriptive title of each course.

Most four-year colleges and universities will require transfer students to have six units (two semesters) of composition. English 1A or 1AH and 1B or 1BH at Riverside Community College District will meet this requirement.

**CALIFORNIA ARTICULATION NUMBER (CAN)**

Riverside Community College District participates in the California Articulation Number System. Riverside Community College District courses which have been assigned CAN designations are listed in this catalog with the CAN number following the course title.

The California Articulation Number System identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.
TRANSFER PROGRAMS

Each institution of higher education has its own requirements for admission, majors, and general education. Students should see a counselor, on a regular basis, to determine the courses needed to prepare for transfer to CSU, UC, or any private/independent university.

Students who plan to transfer to UC must complete IGETC or a campus-specific general education pattern in addition to the lower-division major requirements required by the campus they wish to attend.

Students who want to transfer to CSU must complete the CSU General Education requirements in addition to 1) completion of the individual campus lower-division major requirements or in the near future, 2) completion of the Lower-Division Transfer Pattern (LDTP). The latter is designed for those students who have declared a major, but haven’t yet decided on a school of transfer. Completion of the LDTP will guarantee admission to the CSU campus of their choice. Please see below for information on both options and be sure to see a counselor to obtain an SEP (Student Educational Plan).

1) MAJOR REQUIREMENTS 2007-2008

The 2007-08 major sheets will be available in the Transfer Center. Note that the following majors are for specific colleges and universities. Requirements for the same major at other institutions may be different. These are merely a few samples of the many majors available and represent, for the most part, those of nearby colleges and universities. Additional information and revised major sheets are available in the Transfer/Career Centers. See www.assist.org for the complete articulation information.

In developing a program it should be remembered that in addition to the requirements in the major, each student should complete the general education breadth requirements for the college chosen. Breadth requirements for all branches of the UC, CSU, and various independent colleges are available in the Transfer/Career Centers. Proper planning normally should enable students to satisfy the general education-breadth requirements concurrently with the requirements for graduation form Riverside Community College District. See the associate degree requirements.

2) LOWER-DIVISION TRANSFER PATTERN (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The LDTP project provides a set of “road maps” for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

“Highest priority for admission” is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus’s ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

2006-07 MAJOR REQUIREMENTS

ACCOUNTING

CSU SAN BERNARDINO
Accounting 1A, 1B; Business Administration 18A; Economics 7, 8; Mathematics 5, 10, 11 or 1A; Mathematics 12; Computer Information Systems 1A, 5, 17A, 20, 25

CAL POLY POMONA
Accounting 1AB, 38; Business Administration 18B; Computer Information Systems 1A; Economics 7, 8; Mathematics 5, 12.

ADMINISTRATION OF JUSTICE/CRIMINAL JUSTICE

CSU LONG BEACH
Administration of Justice 1

CSU SAN BERNARDINO
Administration of Justice 1, 3, 13; Mathematics 10, 11 or 25

SAN DIEGO STATE UNIVERSITY
Administration of Justice 1; Political Science 1; Sociology 1, 2; Math 12

ANTHROPOLOGY

CSU FULLERTON
Anthropology 1, 2, and 3 or 6

UC RIVERSIDE
Anthropology 1, 2, and 3 or 6; English 16

CSU SAN BERNARDINO
Anthropology 1, 2

ART

CSU FULLERTON
Studio Emphasis: Art 1, 2, 17, 22 or 23, 24, 26, 40 Choose two from Art 15, 16, 20, 21, 30, 41; Photography 8, 9

UC RIVERSIDE
General Art Emphasis: Art 1, 2 or 10 and 17, 26

CSU SAN BERNARDINO
Art History Option: Art 1, 2, 5, 17, 22, 24, 36; Foreign Language 1, 2

BIOLOGY

CSU FULLERTON
Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1A; Physics 2AB
UC RIVERSIDE
Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1AB; Physics 4ABC or 2AB

CSU SAN BERNARDINO
Biology 2AB, 5, 11 or 11, 12; Chemistry 1AB, 12AB; Mathematics 5 or 1A; Physics 2AB or 4ABC.

BOTANY
CAL POLY POMONA
Biology 11, 12; Chemistry 1AB; Mathematics 12; Physics 2AB;

UC RIVERSIDE
Biology 11, 12; Chemistry 1AB, 12AB; Mathematics 1AB; Physics 2AB or 4ABC

BUSINESS ADMINISTRATION
CSU FULLERTON
Mathematics 1A or 5; Economics 7, 8; One course from Anthropology 2, Geography 3, Psychology 1 or Sociology 1

CAL POLY POMONA
Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38; Computer Information Systems 1A or 3

UC RIVERSIDE
Accounting 1AB; Business Administration 10; Computer Information Systems 1A; Economics 7, 8; Mathematics 1A, or 3, 5, 12

CSU SAN BERNARDINO
Accounting 1A, 1B; Business Administration 18A; Computer Information Systems 1A; Economics 7, 8; Mathematics 12 and 10 or 11 or 5 or 1A

CHEMISTRY
CSU FULLERTON
Chemistry 1AB, 12AB; Mathematics 1ABC, 2, 3; Physics 4ABCD

CAL POLY POMONA
Biology 11; Chemistry 1AB; Mathematics 1AB, 2; Physics 4BC

UC RIVERSIDE
Chemistry 1AB, 12AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU SAN BERNARDINO
Biology 11; Chemistry 1AB, 12AB; Mathematics 1AB, 3 and 1C or 2; Physics 4ABC

COMPUTER INFORMATION SYSTEMS
CAL POLY POMONA
Computer Information Systems 1 or 3 and 19A or 25 and 18A; Economics 7, 8; Mathematics 12; Business Administration 18B; Accounting 1AB, 38

COMPUTER SCIENCE
CAL POLY POMONA
Computer Information Systems 11 and 18A; Mathematics 1ABC, 3; Physics 4BC; Chemistry 1A

CSU SAN BERNARDINO
Biology 1, or 11; Computer Information Systems 5, 17A; Mathematics 1AB; Physics 4ABC; one laboratory course from Biology, Chemistry, Geology or Physics

DENTAL HYGIENE
USC
Biology 1; Anatomy and Physiology 2A, 2B; Chemistry 1AB; English 1AB; Psychology 1; Sociology 1; Speech Communications 1

LOMA LINDA UNIVERSITY
English 1AB; Speech Communications 1 or 9; Microbiology 1; Anatomy & Physiology 2AB; Chemistry 2AB; Sociology 1; Anthropology/Economics/Geography/Political Science/ Psychology (one course); Physical Education (2 units), Physical Education 4; Anthropology 2; Choose 14 units from: Art (lecture only); Foreign Language; History 1, 2, 4, 5; Literature; Philosophy; One transferable Mathematics class

ECONOMICS
CSU FULLERTON
Mathematics 5 or 1A; Mathematics 1B; Economics 7, 8;

CAL POLY POMONA
Economics 7, 8; Mathematics 11; English 1AB; Accounting 1AB, 38; Electronics/Engineering 27

UC RIVERSIDE
Economics 7, 8; Mathematics 1A, 1B

CSU SAN BERNARDINO
Economics 7, 8; Mathematics 10 or 11; Mathematics 12

EDUCATION-TEACHING
ELEMENTARY OR SECONDARY
Students desiring to teach in California public schools (K-12) must pursue a pattern of course work at RCCD suitable for transfer to a public or private university. Once a successful transfer has been made, students will follow a program leading to completion of baccalaureate degree requirements and preliminary teaching credential requirements defined by the California Commission on Teacher Credentialing. Information concerning the transfer requirements of various universities is available from the Counseling/Transfer Centers and the office of Teacher Preparation and Education Program Counselor.

Historically, RCC students interested in teaching careers have been able to complete all appropriate lower division liberal arts courses while enrolled here. Beginning in 2002 it is also possible for teacher education students to complete certain lower division courses in Education that transfer into the multiple-subject (Elementary) teacher education programs of nearby universities. Currently, a full articulation agreement exists with La Sierra University, Cal Baptist University, UCR, CSUSB, and many other institutions. Students are urged to check with their program adviser in the Counseling/Transfer Center or the counselor from the office of Teacher Preparation and Education Programs for the latest information.

COMMUNITY COLLEGE
The student planning to teach at the community college level must complete at least a Master’s degree in a subject matter area normally taught in the community college.

VOCATIONAL
For teaching in occupational areas, a combination of work experience in the field (five to six years) and education is needed.
ENGINEERING-MECHANICAL LOWER DIVISION
ENGINEERING CURRICULUM

The Statewide Engineering Liaison Council encourages engineering transfer students to complete the prescribed Engineering Core and to obtain verification of that at the community college in order to assure transferability as a junior to any UC, CSU, or selected private four-year colleges and/or universities in the state.

The Engineering Core requirements, Riverside Community College’s equivalent courses are: Mathematics 1A, 1B, 1C, 2; Chemistry 1A, 1B; Physics 4A, 4B, 4C; Engineering 17, 22, 35, 45; English 1A; Electives (8-12 units): Engineering 1A, 33; Machine Shop 51; Mathematics 4, 12; Chemistry 12A; Biology 1; Electronics 37.

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Council indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and English 1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

CSU FULLERTON
Chemistry 1A; Biology 1; Engineering 17, 22, 35; Mathematics 1ABC, 2, 3; Physics 4AB

UC RIVERSIDE
Chemistry 1AB; Engineering 17, 22, 30, 35; Mathematics 1ABC, 2; Physics 4ABC; Biology 11

CAL POLY POMONA
Chemistry 1A; Engineering 21, 30, 35; Mathematics 1ABC, 2; Physics 4ABC

ENGLISH
(English 1AB or equivalency test required at all colleges listed.)

CSU FULLERTON
English 6, 7, 14, 15 (choose 2)

CAL POLY POMONA
English 6 or 7, 14 or 15, 40 or 41;

CSU SAN BERNARDINO
English 6, 7

ENVIRONMENTAL SCIENCE

UC RIVERSIDE
Biology 11, 12, 8, 36; Chemistry 1AB, 12AB; Geology 1/1L or Geography 1/1L; Mathematics 1AB; Physics 2AB or 4ABC

CSU SAN BERNARDINO
Major is called Environmental Studies. Track A: Biology 1; Chemistry 2A; Three (3) courses from: Anthropology 1; Chemistry 2B; Geology 1/1L; Geography 1/1L; Physics 10/11 or 2A

FORESTRY

UC BERKELEY
Chemistry 1A; Economics 7, 8; English 1AB; Geology 1/1L; Mathematics 1A, 1B, 12; Physics 4A

CSU HUMBOLDT
Biology 5; Mathematics 1A or 5

GEOGRAPHY

CSU FULLERTON
Geography 1, 2, 3

CAL POLY POMONA
Geography 1; 2; Geographic Information Systems 1

CSU SAN BERNARDINO
Geography 1/1L, 2

GEOLOGY

CSU LONG BEACH
Chemistry 1A, 1B; Geology 1/1L, 1B; Mathematics 1AB; Physics 4A, 4B

UC RIVERSIDE
Biology 1 or 11; Chemistry 1AB; Geology 1/1L, 1B; Mathematics 1AB; Physics 4ABC; Geography 1/1L

HEALTH SCIENCE

CSU LONG BEACH
School Health Option: Anatomy and Physiology 2A; Chemistry 1A or 2A; Health Science 1; Physical Education 4; Psychology 1; Spanish 1

CSU SAN BERNARDINO
Community Health Option: Anatomy and Physiology 2A, 2B; Chemistry 2A; Microbiology 1

SAN DIEGO STATE UNIVERSITY
Biology 1; Chemistry 2A; Health Science 1; Psychology 1; Sociology 1; Anatomy and Physiology 2A, 2B

HISTORY

CSU FULLERTON
History 1, 2, 6 or 6H, 7 or 7H

CSU LONG BEACH
History electives (9 units)

CAL POLY POMONA
History 1, 2, 6 or 6H

UC RIVERSIDE
History 1 or 2, 6 or 6H, 7 or 7H (if U.S. is primary area of concentration)

JOURNALISM

CSU FULLERTON
Journalism 1, 2, 7, 45

CSU LONG BEACH
Journalism 2, 7

CAL POLY POMONA
Journalism Option: Graphics Technology 1; Journalism 7 and 12; Photography 8

KINESIOLOGY

CSU SAN BERNARDINO
Anatomy and Physiology 2A, 2B

CAL POLY POMONA
Anatomy and Physiology 2AB; Mathematics 12; Biology 11; Physical Education 16, 30
LANDSCAPE ARCHITECTURE

CAL POLY POMONA
Art 17; Chemistry 1A; Engineering 1A, 1B; English 1B or 1BH; Mathematics 36

MATHEMATICS

CAL POLY POMONA
Physics 4ABC; Mathematics 1ABC, 2, 3; CIS 5

CSU SAN BERNARDINO
Computer Information Systems 5; Mathematics 1ABC, 2, 3, 7

MICROBIOLOGY

CSU LONG BEACH
Biology 11, 12; Chemistry 1A, 1B; Mathematics 1A; Microbiology 1; Physics 2A, 2B

CAL POLY POMONA
Biology 11, 12; Chemistry 1AB; Microbiology 1; Physics 2AB

MUSIC

CSU FULLERTON
Music 4, 5; four semesters Performance; four semesters Ensemble

USC
All theory classes will be taken at USC.

UC RIVERSIDE
Music 4, 6

NURSING—B.S. DEGREE

CSU FULLERTON
Anatomy and Physiology 2A, 2B; Chemistry 2A or 3; Microbiology 1; Psychology 1; Sociology 1 or Anthropology 2

CSU LONG BEACH
Anatomy and Physiology 2A, 2B; Microbiology 1; Psychology 1; Sociology 1

CSU SAN BERNARDINO
Anatomy and Physiology 2AB; Chemistry 2A, 2B; English 1A; Mathematics 25, 1A, 10 or 11; Microbiology 1; Psychology 9; Speech Communication 1 or 1H

PHARMACY

UC SAN FRANCISCO
Anatomy and Physiology 2A, 2B; Biology 2B or 12, 11; Chemistry 1AB, 12AB; English 1AB; Mathematics 1A and 1B; Physics 2AB or 4AB; Speech Communication 1, 2 or 3A; Economics 7 or 8; Anthropology 2/Psychology 1 or Sociology 1

USC
Biology 11, 12; Chemistry 1AB, 12AB; Economics 7 or 8; English 1AB; Mathematics 1A; Microbiology 1; Psychology 1 or Sociology 1; Speech Communication 9; Physics 2AB or 4A, 4B, Mathematics 12.

PHILOSOPHY

CSU FULLERTON
Philosophy 20; Choose two from Philosophy 10, 11, 32

CSU LONG BEACH
Philosophy 20, 21, 32

UC RIVERSIDE
Philosophy 11, 32

PHYSICAL THERAPY

LOMA LINDA UNIVERSITY (MASTER’S LEVEL ONLY)
Biology 11, 12 or Anatomy and Physiology 2A, 2B; Chemistry 1AB and Physics 10, 11 or Physics 2AB and Chemistry 2AB; Computer Information Systems 1A; English 1B; Health Science 1; Mathematics 12; Physical Education 4; Psychology 1, 9; Speech Communication 1 or 9.

CSU LONG BEACH (MASTERS LEVEL ONLY)
Anatomy and Physiology 2A; Biology 11, 12; Chemistry 1AB; Physics 2A, 2B; Psychology 1

USC (MASTERS LEVEL ONLY)
Anatomy and Physiology 2A, 2B; Biology 11, 12; Chemistry 1A, 1B; Mathematics 1A, 12; Microbiology 1; Physics 2A, 2B; Psychology 1; and one additional social science course

PHYSICS

CSU FULLERTON
Chemistry 1AB; Mathematics 1ABC; Physics 4ABCD

CAL POLY POMONA
Chemistry 1AB; CIS 5; Mathematics 1ABC, 2; Physics 4ABCD

UC RIVERSIDE
Chemistry 1AB; Mathematics 1ABC, 2; Physics 4ABCD

CSU SAN BERNARDINO
Chemistry 1A, 1B; CIS 5; Mathematics 1ABC, 3; Physics 4ABCD

POLITICAL SCIENCE

CSU FULLERTON
Political Science 1

CSU LONG BEACH
Political Science 1 or 1H; Any two Political Science electives

CAL POLY POMONA
Political Science 1 or 1H, 2 or 2H, 4 or 4H; Economics 7

UC RIVERSIDE
Political Science 1 or 1H, 2 or 2H, 4 or 4H

CSU SAN BERNARDINO
Political Science 1 or 1H, 4 or 4H

PRE-LAW

Admission to most law schools requires a Bachelor’s Degree from an accredited college or university. The major can be any academic discipline, but the student must have achieved a good grade point average. Undergraduate courses should provide an adequate foundation for broad culture: Anthropology, Economics, English, History, Mathematics and Logic, Philosophy, Political Science, Psychology, Science, Sociology, Speech and Debate.

PSYCHOLOGY

CAL POLY POMONA
Sociology 1, 2; Psychology 1, 2; Mathematics 12

CSU SAN BERNARDINO
Mathematics 12; Psychology 1; Psychology 9 or Early Childhood Studies 20
SOCIAL SCIENCES
CAL POLY POMONA
Anthropology 1; Economics 7, 8; English 1B or 1BH; Geography 2; History 1, 2, 6 or 6H; Political Science 2 or 2H; Sociology 10

SOCIAL WORK
CSU LONG BEACH
Anthropology 2; Anatomy and Physiology 2A; Mathematics 12; Psychology 1; Sociology 1
SAN DIEGO STATE UNIVERSITY
Biology 1 or 10; Economics 4, 7 or 8; Health Science 1; Psychology 1; Sociology 1; Mathematics 12

SOCIOLGY
CSU FULLERTON
Sociology 1
UC RIVERSIDE
Sociology 1, 49 and 6 units of Sociology electives
CSU SAN BERNARDINO
Sociology 1

THEATER ARTS
CSU SAN BERNARDINO
Theater Arts 25, 32, 33
CAL POLY POMONA
Theater Arts 33, 34 and 2, 4, 5 or 6; English 9

ZOOLOGY
CSU LONG BEACH
Chemistry 1AB; Mathematics 1A, 1B; Geology 1/1L
CAL POLY POMONA
Biology 2A, 2B, 11, 12; Chemistry 1AB; Mathematics 12; Physics 2AB

NONCREDIT COURSES

COSMETOLOGY
801 Cosmetology Principles and Practices
805 Competition Hairstyling
806 Cosmetology New Trends
807 Manicuring and Pedicuring
811 Teacher Training
812 Esthetician

SENIOR CITIZEN EDUCATION
804 Senior Topics
805 Writing and Reading for Seniors
808AB Music Therapy for Seniors
809 Computer Basics for Seniors
810 Photography for Seniors
811 Drawing and Painting Therapy for Seniors
813 Dynamic Activities for Seniors
814 T’ai chi ch’uan for Seniors
815 Yoga for Seniors
816 Swim and Water Exercise for Seniors
819 Walking for Health for Seniors
824 Successful Money Management
830 Mature Driver Improvement
833 Creative Eating for a Healthy Lifestyle
834 Weight Management for Older Adults
840 Craft Therapy and Design for Seniors
842 Needle Arts for Seniors

For information about Senior Citizen Education courses, contact the Community Education office in Tech B, 201 on the Riverside Campus. The telephone number is (951) 222-8090.

WORKSHOP COURSES
Each department of the college has the option to offer workshop courses of instruction which are specifically designated to be experimental courses. They are developed by faculty members of that department prior to formal curriculum committee adoption of the experimental course outline. Workshop courses cannot be used to satisfy specific graduation requirements; however, they may be used as elective credit for the Associate degree. Courses with this designation may be periodically found in the semester schedule of classes.

Prerequisite: Varies according to academic discipline.
Class Hours: Lecture/laboratory hours as required by unit formula.
Unit Credit: From .5-10 units. Workshops may be offered with a Credit/No Credit option.

OPEN CAMPUS
The Open Campus is responsible for distributing Distance Education and Faculty Technology Training. The goal of the Distance Education programs of the Open Campus is to make learning available anytime, anywhere for students who find it difficult to meet on campus at scheduled class times. The Open Campus is truly a “campus without walls,” distributing courses through a variety of technologies including the Internet, cable television, video and satellite. Open Campus courses are academically equivalent to on-campus courses and fulfill RCCD General Education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs offered at RCCD can be completed in a Distance Education format. For further information about Distance Education options, visit www.opencampus.com.

*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

COOPERATIVE WORK EXPERIENCE EDUCATION
The purpose of the Cooperative Work Experience Education Program is to provide students with an opportunity to increase their overall knowledge of their jobs by relating classroom theory with the world of work, while exposing them to the concepts of human relations in their business and personal lives. There are two work experience programs: general and occupational.

AUTOMOTIVE INTERNSHIP
Auto 99 is an internship designed to allow students to work in automotive dealerships in conjunction with an experienced technician. This class reinforces theories, concepts and practical applications taught in manufacturer specific automotive classes at Riverside Community College.

GENERAL WORK EXPERIENCE EDUCATION
This program provides career guidance, job information, human
relations, and other similar services for employed students. These jobs do not have to be related to the student’s major. The job may be salaried or volunteer, but students must have a job before the beginning of the third week of class. The student earns 3 units per semester for 180-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class. Students can take two (2) semesters of general work experience for a maximum of six (6) units. Veterans wishing to earn units and VA benefits must take occupational work experience.

**OCCUPATIONAL WORK EXPERIENCE EDUCATION**

Work Experience is a one hour per week class which allows students to earn up to 4 units per semester for experience gained through employment or volunteer service. Enroll in a general Work Experience section and you will be placed in your choice of one of the disciplines listed below.

Units Determination:
General Work Experience (not related to one of the occupational disciplines listed below) is 3 units only.

Occupational Work Experience (one of the disciplines shown below) varies from 1-4 units. For every one (1) unit of work experience credit students must complete 75 hours of paid work or 60 hours of volunteer work during the college semester. No more than 20 hours per week may be applied toward this work requirement. Below is a general guide to help students enroll in the appropriate number of units of work experience.

<table>
<thead>
<tr>
<th>Hours Worked Per Week</th>
<th>Students should enroll in:</th>
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</thead>
<tbody>
<tr>
<td>20-40 (paid)</td>
<td>up to 4 units</td>
</tr>
<tr>
<td>14-19 (paid)</td>
<td>up to 3 units</td>
</tr>
<tr>
<td>9-13 (paid)</td>
<td>up to 2 units</td>
</tr>
<tr>
<td>5-8 (paid)</td>
<td>1 unit</td>
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Accounting
Administration of Justice
Air Conditioning
American Sign Language
Architecture
Art
Auto Body
Auto Technology
Biotechnology
Business Administration
Community Interpretation
Computer Applications/
Office Technology
Computer Information Systems
Construction Technology
Cosmetology
Culinary Arts
Dental Assisting
Dental Hygiene
Dental Technology
Early Childhood Education
Education
Electronics

**OCCUPATIONAL PROGRAMS**

Riverside Community College District offers associate in science degrees and certificate programs with occupational emphasis. Both provide instruction in the skills and knowledge needed to enter a skilled or professional occupation. Associate in science degree programs require completion of at least 60 units of credit, which normally take four semesters. Certificate programs, leading to an associate of science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Occupational certificates lead to employment. Each course required for the certificate must be completed with a “C” grade or better. All can be counted toward the degree as well as the major.

**Need for Specialized Training**

Many find it difficult to secure employment or to advance to increased responsibility and better-paying jobs without specialized training. General education has its values, to be sure, but in the early stages of one’s career it is the specific, technical skills that an employer seeks. The certificate is the best evidence that this specialized training has been secured; some employers actually require it as a condition of employment or for reclassification for higher pay.

**Who Can Enroll in the Occupational Programs?**

Individuals wishing to enroll at Riverside Community College District must file an official application in the Admissions and Records Office located on any of the District’s three campuses. Admission to Riverside Community College District is regulated by state law as prescribed in the California Education Code.

**Certificate Course Requirements**

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate pattern must be completed at Riverside Community College District.

**HIGH SCHOOL ARTICULATED COURSES**

The College/Secondary Articulation Program provides a method by which college credit can be given for articulated high school and regional occupational courses, thereby preventing the student from duplicating course work in college and resulting in a smooth transition from secondary to post-secondary education. Students wishing to apply for articulated credit should contact Occupational Education for information and forms, (951) 222-8963. The following are high school articulated courses (RCCD course name is shown in italics):

**ALHORD UNIFIED SCHOOL DISTRICT**

Accounting Principles (RCCD CAT-63A)
Architectural Drawing (RCCD ARE-24)
Child Development AND Exploring Childhood (RCCD EAR-22)
Computer Information Systems (RCCD CIS-3)
Computer Keyboarding (RCCD CIS-53)
Drafting 1 (RCCD-ENE-21)
Human Anatomy & Physiology for Health Careers (RCCD AMY-10)
Introduction to Word Processing (RCCD CAT-51)
Colton Redlands Yucaipa Regional Occupational Program (CRYROP)
CISCO Internetworking, Level 1 (RCCD CIS-26A)
CISCO Internetworking, Level 2 (RCCD CIS-26B)
CISCO Internetworking, Level 3 (RCCD CIS-26C)
CISCO Internetworking, Level 4 (RCCD CIS-26D)
Microsoft Office (RCCD CIS-82A; CIS-83A; CIS-85; CIS-86; CIS-87)

Corona-Norco Unified School District
Anatomy-Physiology 1A-1B (RCCD AMY-10)
Architectural Drawing 1A & 1B (RCCD ARE-24)
Automotive 1A&B (RCCD AUT-50)
Computer Aided Drafting 1A & 1B (RCCD ENE-30)
Electronics 1A & 1B (RCCD ELE-21)
Graphic Arts 1A & 1B (RCCD GRT-1)
Industrial Drafting 1A & 1B (RCCD ENE-21)
Photography 1A&B (RCCD PHO-8)

Jurupa Unified School District
Accounting 1 (RCCD CAT-63A)
Auto Theory/Auto 1 (RCCD AUT-50)
Computer 1 (RCCD CIS-34A)
Computer 2 (RCCD CIS-34B)
Computer Maintenance & Certification (RCCD CIS-23)
Computer Networking 1/CISCO (RCCD CIS-26A)
Connections to Your Future (RCCD GUI-47)
Construction Technology 1 & 2 (RCCD CON-60)
Photography 1 (RCCD PHO-8)
Video Production (RCCD TEL-64)
Web Design and Development (RCCD CIS-72A)

Moreno Valley Unified School District
Accounting (RCCD ACC-55)
Architectural Design Drafting (RCCD ARE-24)
Auto Tech 1 & 2 (RCCD AUT-50)
Construction Print Reading (RCCD CON-62)
Construction Technology (RCCD CON-60)
Digital Electronics (RCCD ELE-25)
Engineering Drawing 1 & 2 (RCCD ENE-21)
Human Anatomy & Physiology for Health Careers (RCCD AMY-10)
Photography 101 (RCCD PHO-8 and PHO-9)
Principles of Engineering (RCCD ENE-60 and ENE-10)

Riverside Unified School District
Accounting 1 & 1B (RCCD CAT-63A)
Anatomy & Physiology (RCCD AMY-10)
AP Computer Science (RCCD CIS-18A)
Architectural Drawing A & B (RCCD ARE-24)
Auto Tech 2/A & B (RCCD AUT-50)
Child Development (Education Academy Careers 1) and Childcare Occupations/HERO/ (Education Academy Careers 2) (RCCD EAR-22)
Cisco Networking (RCCD CIS-26A)
Drafting Technology A & B (RCCD ENE-21)
Intro to Construction Tech & Building Construction Tech A&B (RCCD CON-60)

Riverside County Office of Education Regional Occupational Program
Automotive Technology (RCCD AUT-50)
Certified Internet Webmaster - Web Authority (RCCD CIS-72A)
Cisco Networking Academy I (RCCD CIS-26A)
Cisco Networking Academy II (RCCD CIS-26B)
Cisco Networking Academy III (RCCD CIS-26C)
Cisco Networking Academy IV (RCCD CIS-26D)
Computer Information Systems/CIS (RCCD CIS-80)
Construction Technology (RCCD CON-60)
Digital Imagining (RCCD GRT-71)
Graphics Technology / Printing Occupations (RCCD GRT-1)
Manufacturing Technology #10437 (RCCD WEL-15 AND WEL-25)
Medical Assisting-Clinical (RCCD MDA-54)
Medical Front Office (RCCD MDA-59)
Nurse Assistant (RCCD HET-80)

San Bernardino County Schools Regional Occupational Program
Computer Aided Drafting (RCCD ENE-21 AND ENE-30)
Printing/Graphic Arts Occupations (RCCD GRT-1)
TV-Video Production (RCCD TEL-67)
Welding (RCCD WEL-15 AND WEL-34)

San Bernardino Unified School District
Automotive Technology 604 (RCCD AUT-50)
CCNA 1 (Prep) (RCCD CIS-26A)
CCNA 2 (Prep) (RCCD CIS-26B)
CCNA 3 (Prep) (RCCD CIS-26C)
CCNA 4 (Wan) (RCCD CIS-26D)
MOUS Certification - Excel (RCCD CIS-83A AND CIS-83B)
MOUS Certification - PowerPoint (RCCD CIS-86)
MOUS Certification - Word (RCCD CIS-82A AND CIS-82B)

Val Verde Unified School District
Accounting (RCCD ACC-55)
Cisco Academy 1A (RCCD CIS-26A)
Cisco Academy 1B (RCCD CIS-26B)
Cisco Academy 2A (RCCD CIS-26C)
Cisco Academy 2B (RCCD CIS-26D)
Construction Technology (RCCD CON-60)
Human Anatomy & Physiology for Health Careers (RCCD AMY-10)
Photography 2 (RCCD PHO-8)

How To Get Further Information
Many occupational programs are described in special publications of the district. These can often be obtained from high school counseling offices, or prospective students may write or telephone Occupational Education, Riverside Community College District, 4800 Magnolia Avenue, Riverside, CA 92506-1299, (951) 222-8963.

Associate in Science Degree
The Associate in Science degree consists of course work totaling 60 units or more, including coursework in a specific college certificate pattern plus general education and elective courses.
STATE APPROVED CERTIFICATE
The state approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State approved certificates may lead to employment competency and may also lead to an associate of science degree.

LOCALLY APPROVED CERTIFICATES
The locally approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally approved certificates may lead to employment competency, but do not necessarily lead to an associate of science degree.
## CERTIFICATES AND DEGREES

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<th>Program Code</th>
<th>Program Name</th>
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<tr>
<td>AS504/CE504</td>
<td>Administration of Justice</td>
</tr>
<tr>
<td>CE783</td>
<td>AOJ/Basic Correctional Deputy Academy</td>
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<tr>
<td>CE784</td>
<td>AOJ/Basic Public Safety Dispatch Course</td>
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<tr>
<td>CE785</td>
<td>Investigative Assistant</td>
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<tr>
<td>AS563/CE563</td>
<td>Law Enforcement</td>
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<tr>
<td>CE786</td>
<td>Private Security Assistant</td>
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<tr>
<td>AS596/CE596</td>
<td>Air Conditioning and Refrigeration</td>
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<tr>
<td>AS509/CE509</td>
<td>Architecture</td>
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<td>CE787</td>
<td>Architectural Graphics</td>
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<td>AS511/CE511</td>
<td>Automotive Body Repair</td>
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<tr>
<td>AS516/CE516</td>
<td>Automotive Trim and Upholstery</td>
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<td>AS513/CE513</td>
<td>Electrical</td>
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<tr>
<td>AS519</td>
<td>Ford Specialty</td>
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<td>AS583</td>
<td>General Motors Specialty</td>
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<td>Toyota</td>
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<td>CE6025</td>
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<td>AS817/CE617</td>
<td>Biotechnology</td>
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<td>AS232/CE232</td>
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<td>AS524/CE524</td>
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<td>AS623/CE623</td>
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<td>Marketing Concentration</td>
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<td>AS527/CE527</td>
<td>Real Estate Concentration</td>
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<td>AS629/CE629</td>
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<td>AS627</td>
<td>International Business</td>
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<td>AS713</td>
<td>Operations and Production Mgt</td>
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<td>AS675</td>
<td>Community Interpretation</td>
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<td>CE609</td>
<td>Administrative Assistant</td>
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<tr>
<td>AS714/CE714</td>
<td>Administrative Office Management</td>
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<td>CE611</td>
<td>Legal Secretarial Studies</td>
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<td>CE613</td>
<td>Office Clerk/Typist</td>
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<td>CE615</td>
<td>Secretary</td>
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<td>CE677</td>
<td>Virtual Assistant</td>
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<td>CE803</td>
<td>C++ Programming</td>
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<td>CE810</td>
<td>CISCO Networking</td>
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<td>AS726/CE726</td>
<td>Computer Applications</td>
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<td>Computer Programming</td>
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<td>CE807</td>
<td>E-Commerce</td>
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<td>CE809</td>
<td>Java Programming</td>
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<td>CE815</td>
<td>PC Publishing</td>
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<td>CE816</td>
<td>Relational Database Mgmt Tech</td>
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<td>CE817</td>
<td>Visual Basic Programming</td>
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<tr>
<td>CE820</td>
<td>Webmaster</td>
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<td>AS532/CE532</td>
<td>Construction Technology</td>
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<td>AS534/CE534</td>
<td>Cosmetology</td>
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<tr>
<td>AS537/CE537</td>
<td>Cosmetology Business Admin-Entrepreneurial Concentration</td>
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<td>AS535/CE535</td>
<td>Cosmetology Business Admin- Mgmt and Supervision Concentration</td>
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<td>CE673</td>
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<td>AS561/CE561</td>
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<td>AS724</td>
<td>Dental Laboratory Technology</td>
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<td>AS723/CE723</td>
<td>Drafting Technology</td>
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<td>Early Childhood Education</td>
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<td>CE795</td>
<td>Early Childhood Asst Teacher</td>
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<tr>
<td>AS601/CE601</td>
<td>Early Childhood Intervention Asst</td>
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<td>CE797</td>
<td>ECE / Twelve Core Units</td>
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<td>EDUCATION PARAMEDICAL</td>
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<td><strong>ELECTRONICS</strong></td>
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<td>Analog and Digital Microelectronics</td>
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<td>Analog Electronics Technology</td>
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<td>Analog Electronics, Analysis and Documentation</td>
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<tr>
<td>Digital Electronics Technology</td>
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<td>Digital Technology and Documentation</td>
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<td>Electronic Circuit Analysis</td>
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<td>Electronic Communications</td>
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<td>Electronics Computer Systems</td>
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<td>Electronics Technology</td>
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<td>General Electronics Core</td>
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<td>Microcomputer Technology</td>
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<td>Microprocessor Technology</td>
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<td>Wireless and Fiber-Optic Comm</td>
<td>CE846</td>
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<td><strong>EMERGENCY MEDICAL SERVICES</strong></td>
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<td>Emergency Medical Technician</td>
<td>CE801</td>
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<td>Paramedic</td>
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<td><strong>ENGINEERING</strong></td>
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<td>Engineering Graphics</td>
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<td>Engineering Software Applications</td>
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<td>Firefighter Academy</td>
<td>AS669/CE669</td>
</tr>
<tr>
<td>Fire Technology/Dispatch</td>
<td>CE782</td>
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<tr>
<td><strong>GEOGRAPHIC INFORMATION SYSTEMS</strong></td>
<td>CE794</td>
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<tr>
<td>Core Certificate in GIS Mapping</td>
<td>AS559/CE559</td>
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<tr>
<td><strong>GRAPHICS TECHNOLOGY</strong></td>
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<tr>
<td>Basic Electronic Prepress</td>
<td>CE822</td>
</tr>
<tr>
<td>Basic Graphic Design</td>
<td>CE823</td>
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<tr>
<td>Basic Multimedia Design</td>
<td>CE821</td>
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<tr>
<td><strong>HUMAN SERVICES</strong></td>
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<tr>
<td>Employment Support Specialization</td>
<td>AS663/CE663</td>
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<tr>
<td><strong>LOGISTICS MANAGEMENT</strong></td>
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<tr>
<td>Automated Systems</td>
<td>AS732/CE732</td>
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<tr>
<td>Automated Systems Technician</td>
<td>AS737/CE737</td>
</tr>
<tr>
<td>Computer-Aided Production Tech</td>
<td>CE799</td>
</tr>
<tr>
<td>Manufacturing Management</td>
<td>AS607/CE607</td>
</tr>
<tr>
<td>Materials and Operations Mgmt</td>
<td>CE800</td>
</tr>
<tr>
<td><strong>MEDICAL ASSISTING</strong></td>
<td></td>
</tr>
<tr>
<td>Admin/Clinical Medical Assisting</td>
<td>AS718/CE718</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>AS701/CE701</td>
</tr>
<tr>
<td><strong>MUSIC</strong></td>
<td></td>
</tr>
<tr>
<td>Jazz Performance</td>
<td>CE852</td>
</tr>
<tr>
<td>MIDI</td>
<td>CE850</td>
</tr>
<tr>
<td>Music Performance</td>
<td>CE851</td>
</tr>
<tr>
<td><strong>NURSING</strong></td>
<td></td>
</tr>
<tr>
<td>Critical Care Nurse</td>
<td>CE581</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>CE584</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>AS586</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>AS588/CE588</td>
</tr>
<tr>
<td><strong>PARALEGAL STUDIES</strong></td>
<td></td>
</tr>
<tr>
<td>AS591</td>
<td></td>
</tr>
<tr>
<td><strong>PHOTOGRAPHY</strong></td>
<td>AS592/CE592</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION/SPORT &amp; WELLNESS</td>
<td>AS595/CE595</td>
</tr>
<tr>
<td>Fitness Professions</td>
<td>AS595/CE595</td>
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<tr>
<td>Athletic Training</td>
<td>AS597/CE597</td>
</tr>
<tr>
<td>Coaching</td>
<td>AS599/CE599</td>
</tr>
<tr>
<td><strong>PHYSICIAN ASSISTANT</strong></td>
<td>AS601/CE601</td>
</tr>
<tr>
<td>RETAIL MANAGEMENT/WAFC</td>
<td>AS536/CE536</td>
</tr>
<tr>
<td><strong>SIGN LANGUAGE INTERPRETING</strong></td>
<td>AS505/CE505</td>
</tr>
<tr>
<td><strong>TELECOMMUNICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Television Production Specialist</td>
<td>AS699/CE699</td>
</tr>
<tr>
<td>Basic Television Production</td>
<td>CE842</td>
</tr>
<tr>
<td><strong>WELDING TECHNOLOGY</strong></td>
<td>AS606/CE606</td>
</tr>
</tbody>
</table>
ACCOUNTING
See Business Administration

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE AS504/CE504
Certificate Program
Required Courses (27 units)
ADJ-1 Introduction to the Administration of Justice 3
ADJ-2 Principles and Procedures of the Justice System 3
ADJ-3 Concepts of Criminal Law 3
ADJ-4 Legal Aspects of Evidence 3
ADJ-5 Community Relations 3
Electives Choose from elective courses in the discipline 12

Associate in Science Degree
The Associate in Arts Degree in Administration of Justice will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

ADMINISTRATION OF JUSTICE/LAW AS563/CE563
ENFORCEMENT
Certificate Program
Required Courses (18 units minimum)
ADJ-B1B Basic Peace Officer Training Academy 18
or
ADJ-B1C Basic Peace Officer Training Academy-CHP 18
or
ADJ-P4A, R1A2, R1B, R1C and W10A Reserve Training Module Format 32.75

Associate in Science Degree
The Associate in Science degree in Administration of Justice/Law Enforcement will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL CE783
DEPUTY ACADEMY
Certificate Program
Required Courses (12 units) 12
ADJ-CID Basic Correctional Deputy Academy (C)

ADMINISTRATION OF JUSTICE BASIC PUBLIC CE784
SAFETY DISPATCH COURSE
Certificate Program
Required Courses (5 units) 5
ADJ-D1A Basic Public Safety Dispatch Course

INVESTIGATIVE ASSISTANT CE785
Certificate Program
Required Courses (15 units)
ADJ-3 Concepts of Criminal Law 3
ADJ-4 Legal Aspects of Evidence 3
ADJ-13 Criminal Investigation 3
ADJ-23 Criminal Justice Report Writing 3
CIS-1A Introduction to Computer Information Systems 3

PRIVATE SECURITY ASSISTANT CE786
Certificate Program
Required Courses (5 units)
ADJ-10 Introduction to Security 3
ADJ-P4A Arrest, Search and Seizure 1.5
ADJ-R5A Straight Stick Baton Update for Reserves .25
ADJ-R6A Oleoresin Capsicum for Reserves .25

AIR CONDITIONING & REFRIGERATION AS596/CE596
Certificate Program
Required Courses (26-27 units)
AIR-50A Air Conditioning and Refrigeration 5
AIR-50B Advanced Refrigeration 5
AIR-51A Environmental Control 5
AIR-51B Industrial Commercial Refrigeration 5
AIR-53 Basic Electricity for Air Conditioning and Refrigeration 4
Electives (Choose from list below) 2-3

Electives (2-3 units)
CON-62 Blueprint Reading 3
ENE/MAN/WEL-34 Metals Joining Processes 2

Associate in Science Degree
The Associate in Science degree in Air Conditioning and Refrigeration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
ARCHITECTURE

Certificate Program

Required Courses (27 units)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE-24</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ARE-25</td>
<td>Advanced Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ARE-26</td>
<td>Architectural Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARE-35</td>
<td>History of Architecture-Beginnings of Architectural</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Design through Gothic Architecture</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>History of Architecture-Renaissance through the 20th</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Century</td>
<td></td>
</tr>
<tr>
<td>ARE-37</td>
<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ART-22 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-21</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30</td>
<td>Computer-Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>ENE-60</td>
<td>Math for Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(Choose from list below)</td>
<td>3</td>
</tr>
<tr>
<td>ART-17</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-23</td>
<td>Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART-24</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>CON-60</td>
<td>Introduction to Construction</td>
<td>3</td>
</tr>
<tr>
<td>CON-61</td>
<td>Materials of Construction</td>
<td>3</td>
</tr>
<tr>
<td>ENE-26</td>
<td>Civil Engineering Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE/ELE-27</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENE-31</td>
<td>Computer-Aided Drafting and Design</td>
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</table>

Electives (3 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART-20</td>
<td>Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ART-24 3D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-40</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-41</td>
<td>Figure Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART-44</td>
<td>Animation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Digital Media Electives (Choose from list below)</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Science Degree

The Associate in Science Degree in Architecture will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

ARCHITECTURAL GRAPHICS

Certificate Program

Required Courses (9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE-24</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-21</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30</td>
<td>Computer-Aided Drafting (CAD)</td>
<td>3</td>
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</tbody>
</table>

Digital Media Electives (3 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-36</td>
<td>Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>GRT-1</td>
<td>Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-76</td>
<td>QuarkXPress for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-77A</td>
<td>Adobe Illustrator for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78A</td>
<td>Multimedia Construction with Macromedia Director</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78B</td>
<td>Multimedia Construction using Lingo</td>
<td>3</td>
</tr>
<tr>
<td>GRT-79</td>
<td>Multimedia Production using Painter</td>
<td>3</td>
</tr>
</tbody>
</table>

VISUAL COMMUNICATIONS - ILLUSTRATION

Certificate Program

Required Courses (17 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART-17</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-22</td>
<td>Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-26</td>
<td>Beginning Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART-35</td>
<td>Illustration</td>
<td>3</td>
</tr>
<tr>
<td>GRT-64</td>
<td>Ethics and Legalities of Digital Manipulation</td>
<td>1</td>
</tr>
<tr>
<td>GRT-65</td>
<td>Cross Platform File Management</td>
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</tr>
<tr>
<td>Digital Media Electives (Choose from list below)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ART

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

VISUAL COMMUNICATIONS - ANIMATION

Certificate Program

Required Courses (15 units)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-20</td>
<td>Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ART-24 3D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-40</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-41</td>
<td>Figure Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART-44</td>
<td>Animation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Digital Media Electives (Choose from list below)</td>
<td>3</td>
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</tbody>
</table>

Digital Media Electives (3 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-36</td>
<td>Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>GRT-1</td>
<td>Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71</td>
<td>Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-76</td>
<td>QuarkXPress for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-77A</td>
<td>Adobe Illustrator for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78A</td>
<td>Multimedia Construction with Macromedia Director</td>
<td>3</td>
</tr>
<tr>
<td>GRT-79</td>
<td>Multimedia Production using Painter</td>
<td>3</td>
</tr>
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</table>

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE BODY REPAIR

Certificate Program

Required Courses (30 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AUB-50</td>
<td>Introduction to Automotive Body Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUB-51</td>
<td>Intermediate Automotive Body Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUB-52</td>
<td>Automotive Body Refinishing</td>
<td>4</td>
</tr>
<tr>
<td>AUB-53</td>
<td>Automotive Body Special Projects</td>
<td>4</td>
</tr>
<tr>
<td>AUB-54</td>
<td>Advanced Automotive Body and Frame</td>
<td>4</td>
</tr>
<tr>
<td>AUB-60</td>
<td>Automotive Trim and Upholstery, I</td>
<td>4</td>
</tr>
<tr>
<td>AUT-53A</td>
<td>Automotive Chassis and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>ENE/MAN/WEL-34</td>
<td>Metal Joining Processes</td>
<td>2</td>
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</tbody>
</table>

Associate in Science Degree

The Associate in Science degree in Automotive Technology-Automotive Body Repair will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
### Automotive Technology - Automotive Trim and Upholstery Certificate Program
Required Courses (26 units) | Units
--- | ---
AUB-50 Introduction to Automotive Body Technology | 4
AUB-51 Intermediate Automotive Body Technology | 4
AUB-52 Automotive Body Refinishing | 4
AUB-53 Automotive Body Special Projects | 4
AUB-60 Automotive Trim and Upholstery, I | 4
AUB-61 Automotive Trim and Upholstery, II | 4
ENE/MAN/WEL-34 Metal Joining Processes | 2

**Associate in Science Degree**
The Associate in Science degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

### Automotive Technology - Electrical Certificate Program
Required Courses (23 units) | Units
--- | ---
AUT-50 Automotive Principles | 4
AUT-52A Automotive Tune-up and Electrical Systems | 4
AUT-52B Automotive Tune-up and Emission Controls | 4
AUT-54 Automotive Electrical Systems | 4
AUT-56 Automotive Computer Controls | 3
AUT-57 Automotive Heating and Air Conditioning | 4

**Associate in Science Degree**
The Associate in Science degree in Automotive Technology-Electrical will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

### Automotive Technology - Ford Specialty Associate Degree Program
Required Courses (44 units) | Units
--- | ---
AUT-71 Ford Electrical and Electronics Systems | 4
AUT-72 Ford Applied Electronics | 4
AUT-73 Ford Engine Performance | 8
AUT-74 Ford Brakes, Steering and Suspension Systems | 4
AUT-75 Ford Engine Repair | 4
AUT-76 Ford Advanced Chassis Systems | 4
AUT-78 Ford Manual Transmissions and Drive-Train Systems | 4
AUT-79 Ford Automatic Transmissions and Transaxles | 4
AUT-99 Automotive Technology Internship | 2-2-2-2 (must be taken four times)

**Associate in Science Degree**
The Associate in Science degree in Automotive Technology-Ford Specialty will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

### Automotive Technology - Mechanical Certificate Program
Required Courses (28 units) | Units
--- | ---
AUT-50 Automotive Principles | 4
AUT-51A Internal Combustion Engines Rebuilding, Gas and Diesel-Upper End | 4
AUT-51B Internal Combustion Engines Rebuilding, Gas and Diesel-Lower End | 4
AUT-53A Automotive Chassis and Alignment | 4
AUT-53B Automotive Brakes | 4
AUT-55A Automotive Automatic Transmissions/Transaxles | 4
AUT-55B Automotive Manual Drivetrain Systems | 4

**Associate in Science Degree**
The Associate in Science degree in Automotive Technology-Mechanical will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The Ford ASSET program is a two-year college program leading to an Associate of Science Degree in Automotive Technology-Ford Specialty. The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealer environment, while applying and reinforcing the on-campus learning.

The GM ASEP program is a two-year college program leading to an Associate of Science Degree in Automotive Technology-GM Specialty. The program is a joint effort of Riverside Community College, General Motors Corporation and area GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.
### TOYOTA T-EN Certificate Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-61</td>
<td>Introduction to Toyota Service</td>
<td>3</td>
</tr>
<tr>
<td>AUT-62</td>
<td>Toyota Fuel Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AUT-63</td>
<td>Toyota Electrical Systems Mastery</td>
<td>3</td>
</tr>
<tr>
<td>AUT-64</td>
<td>Toyota Brakes and Suspension</td>
<td>3</td>
</tr>
<tr>
<td>AUT-65A</td>
<td>Toyota Manual Transmissions and Transaxes</td>
<td>3</td>
</tr>
<tr>
<td>AUT-65B</td>
<td>Toyota Automatic Transmissions and Transaxes</td>
<td>3</td>
</tr>
<tr>
<td>AUT-66</td>
<td>Toyota Climate Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT-67</td>
<td>Toyota Fuel Systems II</td>
<td>3</td>
</tr>
<tr>
<td>AUT-99</td>
<td>Automotive Technology Internship (must be taken 2 times)</td>
<td>2-2</td>
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</tbody>
</table>

#### Associate in Science Degree

The Associate in Science degree in Automotive Technology-Toyota will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

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### BANKING AND FINANCE

The following Certificate may lead to employment competency, but does not lead to an associate in science degree.

#### Bank Operations Certificate Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BAN-51</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>CAT-1A</td>
<td>Business Etiquette</td>
<td>1</td>
</tr>
<tr>
<td>CAT-30</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>CAT-31</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>MKT-41</td>
<td>Techniques of Selling</td>
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### BIOTECHNOLOGY

#### Biotechnology Certificate Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIO-1</td>
<td>General Biology</td>
<td>4</td>
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<tr>
<td>BIT-1</td>
<td>Introduction to Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BIT-2</td>
<td>Basic Laboratory Skills: Solution Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BIT-3</td>
<td>Basic Laboratory Skills: Titration</td>
<td>1</td>
</tr>
<tr>
<td>BIT-4</td>
<td>Basic Laboratory Skills: Spectrometry</td>
<td>1</td>
</tr>
<tr>
<td>BIT-5</td>
<td>Literature Research and Presentation in Biotechnology</td>
<td>.5</td>
</tr>
<tr>
<td>BIT-7</td>
<td>Basic Laboratory Skills: Chromatography and Electrophoresis</td>
<td>1</td>
</tr>
<tr>
<td>BIT-8</td>
<td>Technical Writing for Scientists</td>
<td>2</td>
</tr>
<tr>
<td>BIT-11</td>
<td>Molecular Techniques in Nucleic Acid Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BIT-13</td>
<td>Safety and Laboratory Practices</td>
<td>1</td>
</tr>
<tr>
<td>BIT-14</td>
<td>Field Experience Presentation</td>
<td>1</td>
</tr>
<tr>
<td>BIT-15</td>
<td>Basic Laboratory Immunology</td>
<td>1.5</td>
</tr>
<tr>
<td>BIT-16</td>
<td>Industry Regulations</td>
<td>1</td>
</tr>
<tr>
<td>BIT-200</td>
<td>Biotechnology Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>CHE-2B</td>
<td>Introductory Chemistry, II</td>
<td>4</td>
</tr>
<tr>
<td>MAT-35</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Group A Electives (Choose from list)</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Group B Electives (Choose from list)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### BUSINESS ADMINISTRATION Certificate Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1A</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-18A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-20</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS-22</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CIS/CAT-3</td>
<td>Computer Applications for Working Professionals</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Major Concentration Requirements (12 units)

(In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units selected from list below.)

- Accounting: 12 units
- General Business: 12 units
- Human Resources: 12 units
- Logistics Management: 12 units
- Management: 12 units
- Marketing: 12 units
- Real Estate: 12 units

**NOTE:** Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

#### Associate in Science Degree

The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate plus completion of the graduation requirements as described in the catalog. **Note:** A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.
ACCOUNTING CONCENTRATION AS523/CE523
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
ACC-1B Principles of Accounting II 3
ACC-38 Managerial Accounting 3
ACC-61 Cost Accounting 3
ACC-62 Payroll Accounting 3
ACC-63 Income Tax Accounting 3
ACC-65 Computerized Accounting 3
ACC-66 Non-Profit and Governmental Accounting 3
ACC-200 Work Experience 1-4
BUS/MAG-47 Applied Business and Management Ethics 3

GENERAL BUSINESS CONCENTRATION AS524/CE524
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
ACC-1B Principles of Accounting II 3
or
ACC-38 Managerial Accounting 3
BUS-18B Business Law II 3
BUS/MAG-47 Applied Business and Management Ethics 3
BUS-80 Principles of Logistics 3
BUS-200 Work Experience 1-4
MAG-51 Elements of Supervision 3
MAG-53 Human Relations 3
MKT-20 Principles of Marketing 3

HUMAN RESOURCES CONCENTRATION AS623/CE623
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
MAG-51 Elements of Supervision 3
MAG-52 Employee Training and Development 3
MAG-54 Employee Labor Relations 3
MAG-56 Human Resources Management 3
MAG/BUS-70 Introduction to Organizational Behavior 3

LOGISTICS MANAGEMENT CONCENTRATION AS580/CE580
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
BUS-80 Principles of Logistics 3
BUS/MAN-81 Inventory Control 1.5
BUS-82 Freight Claims 1.5
BUS-83 Contracts 1.5
BUS-84 Computerized Logistics 1.5
BUS-85 Warehouse Management 3
BUS-86 Transportation and Traffic Management 3
BUS-87 Introduction to Purchasing 3
BUS-90 International Logistics 3

MANAGEMENT CONCENTRATION AS521/CE521
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
MAG-44 Principles of Management 3
MAG-46 Contemporary Quality Systems Management 3
MAG/BUS-47 Applied Business and Management Ethics 3
MAG-53 Human Relations 3
MAG-56 Human Resources Management 3
MAG-60 Introduction to Hospitality Management 3
MAG-200 Work Experience 1-4

MARKETING CONCENTRATION AS525/CE525
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
BUS-51 Principles of E-Commerce 3
BUS-80 Principles of Logistics 3
MKT-20 Principles of Marketing 3
MKT-40 Advertising 3
MKT-41 Techniques of Selling 3
MKT-42 Retail Management 3
MKT-200 Work Experience 1-4

REAL ESTATE CONCENTRATION AS527-CE527
Business Administration Major Core Requirements 18
Select another 12 units from the following: 12
RLE-80 Real Estate Principles 3
RLE-81 Real Estate Practices 3
RLE-82 Legal Aspects of Real Estate 3
RLE-83 Real Estate Finance 3
RLE-84 Real Estate Appraisal 3
RLE-85 Real Estate Economics 3
RLE-86 Escrow Procedures I 3
RLE-200 Work Experience 1-4

Associate in Science Degree
The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. Note: A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

INSURANCE Certificate Program AS629/CE629
Required Courses (30 units) Units
ACC-1A Principles of Accounting, I 3
BUS-10 Introduction to Business 3
BUS-18B Business Law, II 3
BUS-22 Management Communications 3
BUS-61 Introduction to Insurance 1
BUS-62 Personal Insurance Principles 3
BUS-63 Principles of Property and Liability Insurance 3
BUS-64 Commercial Insurance Principles 3
BUS-65 Insurance Codes and Ethics 1
BUS-66 Insurance Internship 1
CAT/CIS-98A Introduction to Excel 1.5
CAT/CIS-98B Advanced Excel 1.5
CIS-1A Introduction to Computer Information Systems 3
or
CIS/CIS-3 Computer Applications for Working Professionals 3

Associate in Science Degree
The Associate in Science Degree in Insurance will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.
The following Certificates may lead to employment competency, but does not lead to an associate in science degree:

**INTERNATIONAL BUSINESS**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (15 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-10 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-40 International Business-Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS-43 International Business-Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Group A Electives (Choose from list)</td>
<td>3</td>
</tr>
<tr>
<td>Group B Electives (Choose from list)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group A Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-46 International Business-Basics of Exporting</td>
<td>3</td>
</tr>
<tr>
<td>BUS-48 International Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS-90 International Logistics</td>
<td>3</td>
</tr>
<tr>
<td>ECO/POL-6 Introduction to Political Economy</td>
<td>3</td>
</tr>
<tr>
<td>ECO-7 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SPE-12 International Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group B Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI-11 Chinese Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>FRE-11 French Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>GER-11 German Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>ITA-11 Italian Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>JPN-11 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>KOR-11 Korean Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>RUS-11 Russian Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>SPA-11 Spanish Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

**OPERATIONS AND PRODUCTION MANAGEMENT**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (33 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAG-70 Introduction to Organization Development</td>
<td>3</td>
</tr>
<tr>
<td>MAG-71 Introduction to Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS/MAG-72 Introduction to Quantitative Methods for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (Choose from list below)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT/CIS-34B Intermediate Microsoft Word for Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CAT-36A Legal Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>CAT-36B Legal Office Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>CAT-37 Legal Terminology and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>CAT-38 Legal Word Processing and Forms Production</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-60 Introduction to Microsoft Access</td>
<td>1.5</td>
</tr>
<tr>
<td>CAT/CIS-65 Introduction to PowerPoint</td>
<td>1.5</td>
</tr>
<tr>
<td>CAT/CIS-72A Introduction to Web Page Creation</td>
<td>1.5</td>
</tr>
<tr>
<td>CAT/CIS-77 Beginning Desktop Publishing using PageMaker</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-78A Introduction to Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-79 Introduction to Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-80* Word Processing: Microsoft Word for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-84* Word Processing: WordPerfect for Windows</td>
<td>3</td>
</tr>
<tr>
<td>CAT-88 Internships in Computer Applications and Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>CAT/CIS-90 Microsoft Outlook</td>
<td>3</td>
</tr>
<tr>
<td>CIS-95A Introduction to the Internet</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/CAT-98B Advanced Excel</td>
<td>1.5</td>
</tr>
</tbody>
</table>

* If CIS/CAT-80 is used as a required course then CIS/CAT-84 may be used as an elective.
* If CIS/CAT-84 is used as a required course then CIS/CAT-80 may be used as an elective.

**COMPUTER APPLICATIONS and OFFICE TECHNOLOGY**

**ADMINISTRATIVE OFFICE MANAGEMENT**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (6 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMI-61 Introduction to Spanish English Translation</td>
<td>3</td>
</tr>
<tr>
<td>CMI-71 Bilingual Interpretation for the Medical Professions</td>
<td>6</td>
</tr>
<tr>
<td>CMI-81 Bilingual Interpretation for the Legal Professions</td>
<td>6</td>
</tr>
<tr>
<td>CMI-91 Introduction to Translation and Interpretation for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science degree in Community Interpretation will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.
The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

### Administrative Assistant

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-31</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CAT/CIS-82B</td>
<td>MOSPrep: Microsoft Word - Expert Level</td>
</tr>
<tr>
<td>CAT/CIS-83B</td>
<td>MOSPrep: Microsoft Excel - Expert Level</td>
</tr>
<tr>
<td>CAT/CIS-85</td>
<td>MOSPrep: Microsoft Access - Core Level</td>
</tr>
<tr>
<td>CAT/CIS-86</td>
<td>MOSPrep: Microsoft PowerPoint - Core Level</td>
</tr>
<tr>
<td>CAT/CIS-87</td>
<td>MOSPrep: Microsoft Outlook - Core Level</td>
</tr>
</tbody>
</table>

### Legal Secretarial Studies

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-36A</td>
<td>Legal Office Procedures I</td>
</tr>
<tr>
<td>CAT-36B</td>
<td>Legal Office Procedures II</td>
</tr>
<tr>
<td>CAT-37</td>
<td>Legal Terminology and Transcription</td>
</tr>
<tr>
<td>CAT-38</td>
<td>Legal Word Processing and Forms Production</td>
</tr>
</tbody>
</table>

### Office Clerk/Typist

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-1A</td>
<td>Business Etiquette</td>
</tr>
<tr>
<td>CAT-30</td>
<td>Business English</td>
</tr>
<tr>
<td>CAT-51</td>
<td>Document Formatting</td>
</tr>
<tr>
<td>CAT/ACC-55</td>
<td>Applied Accounting/Bookkeeping</td>
</tr>
<tr>
<td>CAT-61</td>
<td>Professional Office Procedures</td>
</tr>
<tr>
<td>CAT/CIS-93</td>
<td>Computers for Beginners</td>
</tr>
</tbody>
</table>

### Secretary

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT/CIS-3</td>
<td>Computer Applications for Working Professionals</td>
</tr>
<tr>
<td>CAT-40</td>
<td>Administrative Office Management</td>
</tr>
<tr>
<td>CAT-62</td>
<td>Records Management</td>
</tr>
<tr>
<td>CAT/CIS-80</td>
<td>Word Processing: Microsoft Word for Windows</td>
</tr>
<tr>
<td>or CAT/CIS-84</td>
<td>Word Processing: WordPerfect for Windows</td>
</tr>
<tr>
<td>CAT/CIS-90</td>
<td>Microsoft Outlook</td>
</tr>
</tbody>
</table>

### Virtual Assistant

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-30</td>
<td>Entrepreneurship and Small Business Management</td>
</tr>
<tr>
<td>CAT-30</td>
<td>Business English</td>
</tr>
<tr>
<td>CAT-57</td>
<td>Creating and Managing the Virtual Office</td>
</tr>
<tr>
<td>CAT/BUS-58</td>
<td>Marketing the Virtual Office</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>5.5</td>
</tr>
<tr>
<td>Electives (5.5 units)</td>
<td>Units</td>
</tr>
<tr>
<td>ACC-65</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>CAT-1A</td>
<td>Business Etiquette</td>
</tr>
<tr>
<td>CAT/CIS-34A</td>
<td>Introduction to Microsoft Word for Windows</td>
</tr>
<tr>
<td>CAT/CIS-34B</td>
<td>Intermediate Microsoft Word for Windows</td>
</tr>
<tr>
<td>CAT/ACC-55</td>
<td>Applied Accounting/Bookkeeping</td>
</tr>
<tr>
<td>CAT/CIS-60</td>
<td>Introduction to Microsoft Access</td>
</tr>
<tr>
<td>CAT-62</td>
<td>Records Management</td>
</tr>
<tr>
<td>CAT/CIS-80</td>
<td>Word Processing: Microsoft Word for Windows</td>
</tr>
<tr>
<td>CAT/CIS-84</td>
<td>Word Processing: WordPerfect for Windows</td>
</tr>
<tr>
<td>CAT-88</td>
<td>Internships in Computer Applications and Office Technology</td>
</tr>
<tr>
<td>CAT/CIS-95A</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>CAT/CIS-98A</td>
<td>Introduction to Excel</td>
</tr>
<tr>
<td>CAT/CAT-98B</td>
<td>Advanced Excel</td>
</tr>
</tbody>
</table>

Core courses will be offered online. Most electives will be offered in online or hybrid formats.

It is recommended that individuals interested in this field acquire office experience before deciding to work on their own as a virtual assistant.

### Computer Information Systems

#### Computer Applications

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-1A</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>CIS-1B</td>
<td>Advanced Concepts in Computer Information Systems</td>
</tr>
<tr>
<td>CIS-5</td>
<td>Fundamentals of Programming Logic using C++</td>
</tr>
<tr>
<td>or CIS-28A</td>
<td>MS Access Programming</td>
</tr>
<tr>
<td>CIS-21</td>
<td>Introduction to Operating Systems</td>
</tr>
<tr>
<td>CIS-95A</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>CAT-31</td>
<td>Business Communications</td>
</tr>
<tr>
<td>or BUS-22</td>
<td>Management Communications</td>
</tr>
<tr>
<td>Electives 1 (Choose from list below)</td>
<td>7.5</td>
</tr>
<tr>
<td>Electives 2 (Choose from list below)</td>
<td>7.5</td>
</tr>
</tbody>
</table>

#### Electives 1 (7.5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-2</td>
<td>Fundamentals of Systems Analysis</td>
</tr>
<tr>
<td>CIS-23</td>
<td>Software and End User Support</td>
</tr>
<tr>
<td>CIS-25</td>
<td>Data Communications</td>
</tr>
<tr>
<td>CIS-61</td>
<td>Introduction to Databases</td>
</tr>
<tr>
<td>CIS/CAT-80</td>
<td>Word Processing: Microsoft Word for Windows</td>
</tr>
<tr>
<td>CIS/CAT-84</td>
<td>Word Processing: WordPerfect for Windows</td>
</tr>
<tr>
<td>CIS/CAT-98B</td>
<td>Advanced Excel</td>
</tr>
<tr>
<td>GIS-1</td>
<td>Introduction to Geographic Information Systems</td>
</tr>
</tbody>
</table>

#### Electives 2 (7.5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-12</td>
<td>PHP Dynamic Web Site Programming</td>
</tr>
<tr>
<td>CIS-14A</td>
<td>Web Programming: Java Script</td>
</tr>
<tr>
<td>CIS-14B</td>
<td>Web Programming: Active Server Pages</td>
</tr>
<tr>
<td>CIS/CAT-54A</td>
<td>Introduction to Flash</td>
</tr>
<tr>
<td>CIS/CAT-56A</td>
<td>Designing Web Graphics</td>
</tr>
<tr>
<td>CIS/CAT-72A</td>
<td>Introduction to Web Page Creation</td>
</tr>
<tr>
<td>CIS/CAT-72B</td>
<td>Intermediate Web Page Creation using Cascading Style Sheets (CSS)</td>
</tr>
<tr>
<td>CIS-73A</td>
<td>Introduction to Multimedia Authoring</td>
</tr>
<tr>
<td>CIS/CAT-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
</tr>
<tr>
<td>CIS/CAT-76B</td>
<td>Introduction to DreamWeaver</td>
</tr>
</tbody>
</table>
CIS/CAT-78A  Introduction to Adobe PhotoShop  3
CIS/CAT-79  Introduction to Adobe Illustrator  3
CIS/CAT-81  Introduction to Desktop Publishing using Adobe InDesign  3

**CURRICULAR PATTERNS**

**ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science Degree in Computer Information Systems, Computer Applications, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

**COMPUTER PROGRAMMING**  AS728/CE728

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (25.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-1A Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS-2  Fundamentals of Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS-5  Fundamentals of Programming Logic Using C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS-21 Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-72A Introduction to Web Page Creation</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives From Group 1</td>
<td>6</td>
</tr>
<tr>
<td>Electives From Group 2</td>
<td>6</td>
</tr>
</tbody>
</table>

**Electives - Group 1 (6 units)**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-12 PHP Dynamic Web Site Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS-14A Web Programming: JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CIS-14B Web Programming: Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15A Visual Basic Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-17A C++ Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18A Java Programming: Objects</td>
<td>3</td>
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</tbody>
</table>

**Electives - Group 2 (6 units)**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-11 Computer Programming using Assembler</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15B Visual Basic Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15C Visual Basic Programming: Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS-17B C++ Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-17C C++ Programming: Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18B Java Programming: Advanced Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18C Java Programming: Data Structures</td>
<td>3</td>
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</tbody>
</table>

**JAVA PROGRAMMING**  CE803

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS-5  Fundamentals of Programming Logic using C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18A Java Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-18B Java Programming: Advanced Objects</td>
<td>3</td>
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<tr>
<td>or CIS-18C Java Programming: Data Structures</td>
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</table>

**PC PUBLISHING**

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (12 units)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS/CAT-78A Introduction to Adobe PhotoShop</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-78B Advanced Adobe PhotoShop</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-79 Introduction to Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-81 Introduction to Desktop Publishing using Adobe InDesign</td>
<td>3</td>
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</tbody>
</table>

**RELATIONAL DATABASE MANAGEMENT TECHNOLOGY**  CE816

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (15 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-61 Introduction to Database Theory</td>
<td>3</td>
</tr>
<tr>
<td>CIS-62 Microsoft Access DBMS: Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CIS-63 Introduction to Structured Query Language (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>plus 6 units from Group I below – Access</td>
<td>6</td>
</tr>
<tr>
<td>or 6 units from Group II below – Oracle</td>
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**Group I Electives**

<table>
<thead>
<tr>
<th>Required Courses (3 units)</th>
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<tbody>
<tr>
<td>CIS-15A Visual Basic Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15C Visual Basic Programming: Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIS-28A MS Access Programming</td>
<td>3</td>
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</tbody>
</table>
Group II Electives
CIS-29A Introduction to Oracle 3
CIS-29B Oracle Application Development 3
CIS-29C Oracle Database and Server Administration 3

SYSTEMS DEVELOPMENT

Certificate Program

Required Courses (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS-2</td>
<td>Fundamentals of System Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS-20</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS-28A</td>
<td>MS Access Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS-62</td>
<td>MicroSoft Access DBMS: Comprehensive</td>
<td>3</td>
</tr>
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</table>

VISUAL BASIC PROGRAMMING

Certificate Program

Required Courses (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-5</td>
<td>Fundamentals of Programming Logic using C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15A</td>
<td>Visual Basic Programming: Objects</td>
<td>3</td>
</tr>
<tr>
<td>CIS-15B</td>
<td>Visual Basic Programming: Advanced Objects</td>
<td>3</td>
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<tr>
<td>CIS-15C</td>
<td>Visual Basic Programming: Databases</td>
<td>3</td>
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</table>

WEB MASTER

Certificate Program

Required Courses (13.5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS-14A</td>
<td>Web Programming: JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-72A</td>
<td>Introduction to Web Page Creation</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS/CAT-72B</td>
<td>Intermediate Web Page Creation using Cascading Style Sheets (CSS)</td>
<td>15</td>
</tr>
<tr>
<td>CIS/CAT-76A</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-76B</td>
<td>Introduction to DreamWeaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS-12</td>
<td>PHP Dynamic Web Site Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS-14B</td>
<td>Web Programming: Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-54A</td>
<td>Introduction to Flash</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-56A</td>
<td>Designing Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIS-72C</td>
<td>Introduction to XML</td>
<td>1.5</td>
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</table>

CONSTRUCTION TECHNOLOGY

Certificate Program

Required Courses (30 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-63A</td>
<td>Uniform Building Codes and Ordinances</td>
<td>3</td>
</tr>
<tr>
<td>CON-64</td>
<td>Office Procedure and Field Inspection</td>
<td>3</td>
</tr>
<tr>
<td>CON-65</td>
<td>Plumbing Code</td>
<td>3</td>
</tr>
<tr>
<td>CON-66</td>
<td>National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>CON-67</td>
<td>Mechanical Codes</td>
<td>3</td>
</tr>
<tr>
<td>CON-68</td>
<td>Simplified Engineering for Building Inspectors</td>
<td>3</td>
</tr>
<tr>
<td>CON-70</td>
<td>Fundamentals of Soil Technology</td>
<td>3</td>
</tr>
<tr>
<td>CON-71</td>
<td>Energy Conservation Standards</td>
<td>1.5</td>
</tr>
<tr>
<td>CON-72</td>
<td>California State Accessibility Standards</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose from list below</td>
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</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CON-60</td>
<td>Introduction to Construction</td>
<td>3</td>
</tr>
<tr>
<td>CON-61</td>
<td>Materials of Construction</td>
<td>3</td>
</tr>
<tr>
<td>CON-62</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CON-63BCD</td>
<td>Analysis of Revisions to the Uniform Building Code</td>
<td>3-3-3</td>
</tr>
<tr>
<td>CON-73</td>
<td>Project Planning for Site Construction</td>
<td>3</td>
</tr>
<tr>
<td>CON-200</td>
<td>Construction Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Associate in Science Degree

The Associate in Science degree in Construction Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

COSMETOLOGY

Certificate Program

Required Courses (42 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-60A</td>
<td>Beginning Cosmetology Concepts</td>
<td>10</td>
</tr>
<tr>
<td>COS-60B</td>
<td>Level II Cosmetology Concepts</td>
<td>9</td>
</tr>
<tr>
<td>COS-60C</td>
<td>Level III Cosmetology Concepts</td>
<td>9</td>
</tr>
<tr>
<td>COS-60D</td>
<td>Level IV Cosmetology Concepts</td>
<td>7</td>
</tr>
<tr>
<td>COS-60E</td>
<td>Level V Cosmetology Concepts</td>
<td>7</td>
</tr>
<tr>
<td>Evening Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-60E1</td>
<td>Level V Cosmetology Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>COS-60E2</td>
<td>Level V Cosmetology Concepts</td>
<td>3.5</td>
</tr>
</tbody>
</table>

NOTE: Completion of cosmetology courses (each with a grade of “C” or better) entitles the student to the Cosmetology Certificate and eligibility for the State Board of Cosmetology licensing examination.

NOTE: Transfer students possessing eligible cosmetology hours of applied effort will be placed in the appropriate section with the approval of the department chair.

Associate in Science Degree

The Associate in Science degree in Cosmetology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
Cosmetology Business Administration

Certificate Program

Required Courses (9 units) Units
ACC-1A Principles of Accounting, I 3
BUS-10 Introduction to Business 3
CIS-1A Introduction to Computer Information Systems 3

Major Concentration Requirements 12

NOTE: The Cosmetology Business Administration Certificate will be awarded to graduates of the Cosmetology Program, or Cosmetology License holders upon successful completion of all Cosmetology Business Administration Major Core Requirements and 12 units selected from the Major Concentration Requirements (total of 21 units) in order to receive the Certificate in the Concentration area of their choice.

In addition to the Cosmetology Business Administration Major Core Requirements of 9 units noted above, choose another 12 units from one of the following concentrations:

Entrepreneurial Concentration

Management and Supervision Concentration

Entrepreneurial Concentration AS537/CE537

select another 12 units from the following:

ACC-1B Principles of Accounting II 3
ACC-62 Payroll Accounting 3
ART-39 Design and Graphics 3
BUS-20 Business Mathematics 3
BUS-30 Entrepreneurship and Small Business Management 3
MKT-20 Principles of Marketing 3
MKT-30 Fashion Merchandising 3
MKT-40 Advertising 3
MKT-41 Techniques of Selling 3
MKT-42 Retail Management 3
CAT-30 Business English 3

Management and Supervision AS535/CE535

Select another 12 units from the following:

ACC-1B Principles of Accounting II 3
ACC-38 Managerial Accounting 3
BUS-18A Business Law I 3
BUS-18B Business Law II 3
BUS-22 Management Communications 3
BUS/MAG-47 Applied Business and Management Ethics 3
MAG-44 Principles of Management 3
MAG-46 Contemporary Quality Systems Management 3
MAG-51 Elements of Supervision 3
MAG-53 Human Relations 3
MAG-56 Human Resources Management 3

The following Certificates may lead to employment competency, but do not lead to an associate in science degree.

Cosmetology Instructor Training CE675

Certificate Program

Required Courses (15 units) Units
COS-61A Level I Cosmetology Instructor Concepts 7.5
COS-61B Level I Cosmetology Instructor Concepts 7.5

Esthetician CE673

Certificate Program

Required Courses (17 units) Units
COS-62A Level I Esthetician Concepts 8.5
COS-62B Level II Esthetician Concepts 8.5

Completion of esthetician courses (each with a grade of “C” or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam.

Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

Culinary Arts

The Culinary Arts curriculum is designed to develop and provide students with an intensive professional and practical experience and background, with hands-on approach in the daily operation in a professional kitchen and full service fine dining restaurant. Also, it will provide students with basic knowledge needed to work in volume feeding establishments, and experience all phases (front and back of the house) of a restaurant operation through rotation of assignments.

Culinary Arts AS561/CE561

Certificate Program

Required Courses (26 units) Units
CUL-36 Introduction to Culinary Arts 8
CUL-37 Intermediate Culinary Arts 8
CUL-38 Advanced Culinary Arts 8
Electives (Choose from list below) 2

Electives

CUL-20 Fundamentals of Baking 2
CUL-22 Cake Decorating I 2

Associate in Science Degree

The Associate in Science Degree in Culinary Arts will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
DENTAL ASSISTANT

DENTAL ASSISTANT

Certificate Program

Required Courses (42 Units)  Units

Summer:
DEA-10  Introduction to Dental Assisting and Chairside assisting  4

Fall:
DEA-20  Infection Control for Dental Assistants  2
DEA-21  Introduction to Radiology for Dental Assistants  2
DEA-22  Introduction to Supervised Externships  1.5
DEA-23  Introduction to Dental Sciences  3
DEA-24  Dental Materials for the Dental Assistant  2
ENG-50  Or Higher +  4
MAT-64  Or Higher +  3

Winter:
DEA-30  Intermediate Chairside Dental Assisting  2
DEA-31  Radiology for Dental Assistants  1.5
DEA-32  Intermediate Supervised Externships  1

Spring:
DEA-40A  Advanced Chairside Surgical Dental Assistant*  4
DEA-40B  Advanced Chairside Orthodontic Dental Assistant*  3.5
DEA-40C  Advanced Chairside Restorative Dental Assistant*  4.5
DEA-41  Dental Office Procedures  4

+ These courses may be taken prior to entrance into the Dental Assistant Program or the equivalent can be met through testing.

* Students must take a minimum of DEA-40C and either DEA-40A or DEA-40B to complete the certificate program.

Associate in Science Degree

The Associate in Science Degree in Dental Assisting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

DENTAL HYGIENE

DENTAL HYGIENE


Associate in Science Degree

Required Course (60.5 units)  Units

First Semester courses:
DEH-10A  Pre-Clinic Dental Hygiene #1  2.5
DEH-11  Principles of Dental Hygiene  2
DEH-12A  Principles of Oral Radiology  1
DEH-12B  Oral Radiology Laboratory  1
DEH-13  Infection Control in Dentistry  1
DEH-14  Systems Analysis of Dental Anatomy  3.5
DEH-15  Head and Neck Anatomy  2
DEH-16  Preventive Dentistry  1
DEH-17  General Pathology  2

First Winter Intersession Courses:
DEH-10B  Pre-Clinic Dental Hygiene #2  1
DEH-19  Pain Control  1.5

Second Semester Courses:
DEH-20A  Clinical Dental Hygiene #1  3
DEH-21  Clinical Seminar #1  1
DEH-22  Oral Radiology Interpretation  1
DEH-23  Introduction to Periodontology  2
DEH-24  Ethics  1
DEH-25  Medical/Dental Emergencies  1
DEH-26  Dental Treatment of Geriatric and Medically Compromised  2
DEH-27  Oral Pathology  3
DEH-28  Basic and Applied Pharmacology  2

Second Winter Intersession Courses:
DEH-20B  Clinical Dental Hygiene #2  1

Third Semester Courses:
DEH-30A  Clinical Dental Hygiene #3  3.5
DEH-31  Clinical Seminar #2  1
DEH-32  Dental Materials  2.5
DEH-33  Periodontology  1
DEH-34  Community Dental Health Education #1  1
DEH-35  Community Dental Health Education Practicum #1  1
DEH-36  Research Methodology  2
DEH-37  Nutrition in Dentistry  1

Fourth Semester Courses:
DEH-40  Clinical Dental Hygiene #5  4
DEH-41  Clinical Seminar #3  1
DEH-42  Practice Management and Jurisprudence  2
DEH-43  Advanced Periodontology  1
DEH-44  Community Dental Health Education #2  1
DEH-45  Community Dental Health Education Practicum #2  1
DEH-46  Advanced Topics in Dental Hygiene  1

Plus completion of the graduation requirements as described in the catalog.
**DENTAL LABORATORY TECHNOLOGY**

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN-70</td>
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<tr>
<td>DEN-71</td>
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<tr>
<td>DEN-72A</td>
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<td>DEN-72B</td>
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<td>DEN-74</td>
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<td>DEN-75A</td>
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<td>DEN-75B</td>
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<td>DEN-77A</td>
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<td>DEN-89B</td>
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<tr>
<td>DEN-200</td>
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</table>

**Associate in Science Degree**

The Associate in Science degree in Dental Laboratory Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

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**DRAFTING TECHNOLOGY**

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21</td>
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</tr>
<tr>
<td>ENE-22</td>
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<td>ENE-28</td>
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<td>ENE-31</td>
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<td>ENE-51</td>
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<td>ENE-52</td>
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<td>ENE-60</td>
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<td>Electives</td>
<td>2-3</td>
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<td>ARE-24</td>
<td>3</td>
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<tr>
<td>ENE-23</td>
<td>3</td>
</tr>
<tr>
<td>ENE-26</td>
<td>3</td>
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<tr>
<td>ELE/ENE-27</td>
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<tr>
<td>ELE-42</td>
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<tr>
<td>ENE/MAN/WEL-34</td>
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</table>

**Associate in Science Degree**

The Associate in Science degree in Drafting Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

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**EARLY CHILDHOOD EDUCATION**

**Certificate Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
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<tr>
<td>EAR-20</td>
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<td>EAR-22</td>
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</tr>
<tr>
<td>EAR-24</td>
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<tr>
<td>EAR-26</td>
<td>3</td>
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<td>EAR-28</td>
<td>3</td>
</tr>
<tr>
<td>EAR-30</td>
<td>4</td>
</tr>
<tr>
<td>EAR-42</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science degree in Early Childhood Education will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

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**Child Development Permit**

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to a certificate in Early Childhood Education and/or an Associate in Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit,
Curricular Patterns Riverside Community College District 2007-2008

teacher level. See the State guidelines for experience qualifications and additional levels.

**Associate in Science Degree**
The Associate in Science degree in Early Childhood Education will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

**EARLY CHILDHOOD INTERVENTION ASSISTANT AS601/CE601 Certificate Program**
Required Courses (31 units)  
- EAR-20 Child Development 3
- EAR-24 Creative Activities through Curriculum 3
- EAR-28 Principles and Practices of Early Childhood Education Programs 3
- EAR-33 Caring for Infants and Toddlers in Group Settings 3
- EAR-40 Introduction to Infants and Children with Disabilities and Other Special Needs 3
- EAR-41 Internship in Early Intervention/Special Education 4
- EAR-42 Home, School and Community Relations 3
- EAR-43 Children with Challenging Behaviors 3

Electives (Choose from list below) 6

- EAR-19 Observation and Assessment Methods in Early Childhood Education 3
- EAR-26 Child Health 3
- EAR-31 Home Visiting 3
- EAR-34 Curriculum Activities for Infants and Toddlers 3
- EAR-38 Adult Supervision in ECE/CD Classrooms 3
- EAR-44 Administration Of Early Childhood Programs I 3
- EAR-47 Childhood Stress and Trauma 3

**Associate in Science Degree**
The Associate in Science Degree in Early Childhood Intervention Assistant will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

**EARLY CHILDHOOD EDUCATION ASSISTANT CE795 Certificate Program**
Required Courses (6 units)  
- Complete two courses from the list below:  
  - EAR-20 Child Development 3
  - EAR-24 Creative Activities through Curriculum 3
  - EAR-28 Principles and Practices of Early Childhood Education Programs 3
  - EAR-42 Home, School and Community Relations 3

**EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS CE797 Certificate Program**
Required Courses (12 units)  
- EAR-20 Child Development 3
- EAR-24 Creative Activities through Curriculum 3
- EAR-28 Principles and Practices of Early Childhood Education Programs 3

**EDUCATION PARAPROFESSIONAL AS603/CE603 Certificate Program**
Required Courses (32-34 units)  
- EDU-1 Teaching in the Multicultural Classroom 3
- EDU-3 Introduction to Literacy Instruction 3
- EDU-4 Introduction to Literacy/Service Learning 1
- EAR-20 Child Development 3
- ENG-1A English Composition 4
- ENG-50 Basic English Composition 4
- HIS-6 Political and Social History of the United States 3
- HIS-7 Political and Social History of the United States 3
- MAT-52 Elementary Algebra 4
- SPE-1 Public Speaking 3
- SPE-9 Interpersonal Communication 3

Electives (May include, but not limited to 8-10 units from the list below)

- EAR-26 Child Health 3
- ENG-30 Children's Literature 3
- PHP-30 First Aid and CPR 3
- SPA-3N Spanish for Spanish Speakers 5

**Associate in Science Degree**
The Associate in Science Degree in Education Paraprofessional will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

**ELECTRONICS TECHNOLOGY**
The electronics curriculum is designed to meet the rapidly expanding and dynamic growth of its associated industries. The curriculum offers all interested students the necessary understanding, knowledge, and practical skill to qualify for entry level positions in electronics or transfer to a four-year college. The program also provides a working knowledge in electronics in the preliminary core courses for students pursuing a career outside of electronics.

**ELECTRONICS COMPUTER SYSTEMS AS545/CE545 Certificate Program**
Required Courses (35-39 units)  
- ELE-10 Survey of Electronics 4
- ELE-21 DC-AC Electronics 4
- ELE-23 Electronics Devices and Circuits 4
- ELE-25 Digital Techniques 4
- ELE-26 Microprocessors and Microcontrollers 4
- ELE/ENE-27 Technical Communication 3
ELE-36 Advanced Microprocessors 4
ELE-38 Computer Systems Troubleshooting 4
ELE-39 PCM and Digital Transmission 3
ELE-40 Fiber Optic Basics 3
Electives (Choose from list below) 6

Electives
CIS-5 Fundamentals of Programming Logic using C++ 3
CIS-17A C++ Programming: Objects 3
CIS-17B C++ Programming: Advanced Objects 3
ELE-22 Passive Circuit Analysis 3
ELE-24 Active Circuit Analysis 3
ELE-200 Electronics Work Experience 1-4
ENE-22 Engineering Drawing 3
ENE-31 Computer-Aided Drafting and Design 3
ENE-60 Math for Engineering Technology 3
MAN-47A Statistical Process Control 3
MAN-51 Machine Processes 3
MAN-60 Hydraulic and Pneumatic Systems 3
MAN-75A Robotic Systems 4
MAN-76 Automated Systems Lab 1

Associate in Science Degree
The Associate in Science degree in Electronics Computer Systems will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

Electronics Technology AS546/CE546
Certificate Program
Required Courses (28 units) Units
ELE-21 DC-AC Electronics 4
ELE-23 Electronics Devices and Circuits 4
ELE-25 Digital Techniques 4
ELE-26 Microprocessors and Microcontrollers 4
ELE/ENE-27 Technical Communication 3
Electives (Choose from list below) 9

Electives
CIS-5 Fundamentals of Programming Logic using C++ 3
CIS-17A C++ Programming: Objects 3
CIS-17B C++ Programming: Advanced Objects 3
ELE-22 Passive Circuit Analysis 3
ELE-24 Active Circuit Analysis 3
ELE-36 Advanced Microprocessors 4
ELE-38 Computer Systems Troubleshooting 4
ELE-39 PCM and Digital Transmission 3
ELE-40 Fiber Optic Basics 3
ELE-200 Electronics Work Experience 1-4
ENE-22 Engineering Drawing 3
ENE-31 Computer-Aided Drafting and Design 3
ENE-60 Math for Engineering Technology 3
MAN-47A Statistical Process Control 3
MAN-51 Machine Processes 3
MAN-60 Hydraulic and Pneumatic Systems 3
MAN-75A Robotic Systems 4
MAN-76 Automated Systems Lab 1

Analog and Digital Microelectronics CE831
Certificate Program
Required Courses (15 units) Units
ELE-23 Electronics Devices and Circuits 4
ELE-24 Active Circuit Analysis 3
ELE-25 Digital Techniques 4
ELE-26 Microprocessors and Microcontrollers 4

Analog Electronics, Analysis and Documentation CE834
Certificate Program
Required Courses (15 units) Units
ELE-22 Passive Circuit Analysis 3
ELE-23 Electronics Devices and Circuits 4
ELE-24 Active Circuit Analysis 3
ELE/ENE-27 Technical Communication 3
ELE-28 Automated Electronics Design and Documentation Tools 2

Analog Electronics Technology CE835
Certificate Program
Required Courses (11 units) Units
ELE-10 Survey of Electronics 4
or ELE-21 DC-AC Electronics 4
ELE-23 Electronics Devices and Circuits 4
ELE-24 Active Circuit Analysis 3

Digital Electronics Technology CE837
Certificate Program
Required Courses (11 units) Units
ELE-25 Digital Techniques 4
or ELE-26 Microprocessors and Microcontrollers 4
ELE-39 PCM and Digital Transmission 3

Digital Technology and Documentation CE839
Certificate Program
Required Courses (16 units) Units
ELE-10 Survey of Electronics 4
or ELE-21 DC-AC Electronics 4
ELE-25 Digital Techniques 4
ELE/ENE-27 Technical Communication 3
ELE-28 Automated Electronics Design and Documentation Tools 2
ELE-39 PCM and Digital Transmission 3

Electronic Circuit Analysis CE836
### Certificate Program

**Required Courses (10 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10 Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-21 DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-22 Passive Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELE-24 Active Circuit Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electronic Communications Certificate Program

**Required Courses (15 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10 Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-28 Automated Electronics Design and Documentation Tools</td>
<td>2</td>
</tr>
<tr>
<td>ELE-32 FCC Radiotelephone License Exam Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ELE-39 PCM and Digital Transmission</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electronics Documentation Certificate Program

**Required Courses (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10 Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELE-21 DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-28 Automated Electronics Design and Documentation Tools</td>
<td>2</td>
</tr>
</tbody>
</table>

### General Electronics Core Certificate Program

**Required Courses (16 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10 Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-23 Electronics Devices and Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELE-25 Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26 Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
</tbody>
</table>

### Microcomputer Technology Certificate Program

**Required Courses (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-26 Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>ELE-36 Advanced Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>ELE-38 Computer Systems Troubleshooting</td>
<td>4</td>
</tr>
</tbody>
</table>

### Microprocessor Technology Certificate Program

**Required Courses (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-25 Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ELE-26 Microprocessors and Microcontrollers</td>
<td>4</td>
</tr>
<tr>
<td>ELE-36 Advanced Microprocessors</td>
<td>4</td>
</tr>
</tbody>
</table>

### Wireless and Fiber-optic Communications Certificate Program

**Required Courses (13 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE-10 Survey of Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELE-32 FCC Radiotelephone License Exam Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ELE-39 PCM and Digital Transmission</td>
<td>3</td>
</tr>
<tr>
<td>ELE-40 Fiber-Optic Basics</td>
<td>3</td>
</tr>
</tbody>
</table>

This program has been developed to produce competent and compassionate entry-level health care providers through visionary leadership, innovative educational practices and constant self-evaluation. Using national accreditation standards, the program prepares students with academic and clinical skills to provide emergency health care services in the prehospital setting. The program also prepares students with skills in clinical problem-solving, assessment and patient management. Finally, we provide a fundamental knowledge base regarding the professional role and responsibilities of an EMT and EMT-P.

Prior to acceptance to the Emergency Medical Services Paramedic Program, students must have the following: a valid EMT-I card and a valid American Heart Association Healthcare Provider level CPR card (both to remain current throughout the program), a high school diploma or GED, verification of at least 18 years of age, documentation of at least 1 year and 2000 hours of paid or volunteer service as an EMT-I (50% of the experience must be in the prehospital setting,) and successful completion of AMY-10 or equivalent. Attendance at orientation and successful completion of paramedic preparatory class are also required. Students will receive further details upon acceptance into program.

Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, attendance at orientation and successful completion of paramedic preparatory class are also mandatory.

It is highly recommended that students take courses in medical terminology, medical math and English composition before the program begins.

### Emergency Medical Services Paramedic Certificate Program

**Required Courses (49.5 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-60 Patient Assessment and Airway Management</td>
<td>4</td>
</tr>
<tr>
<td>EMS-61 Introduction to Medical Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>EMS-62 Emergency Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>EMS-63 Cardiology</td>
<td>4</td>
</tr>
<tr>
<td>EMS-70 Trauma Management</td>
<td>4</td>
</tr>
<tr>
<td>EMS-71 Clinical Medical Specialty I</td>
<td>2.5</td>
</tr>
<tr>
<td>EMS-80 Medical Emergencies</td>
<td>4.5</td>
</tr>
<tr>
<td>EMS-81 Special Populations</td>
<td>4.5</td>
</tr>
<tr>
<td>EMS-82 Special Topics</td>
<td>2</td>
</tr>
<tr>
<td>EMS-83 Clinical Medical Specialty II</td>
<td>2.5</td>
</tr>
<tr>
<td>EMS-90 Assessment Based Management</td>
<td>4.5</td>
</tr>
<tr>
<td>EMS-91 Paramedic Field Internship</td>
<td>10</td>
</tr>
</tbody>
</table>

### Associate in Science Degree

The Associate in Science Degree in Paramedic will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.
The following Certificate may lead to employment competency, but does not lead to an associate in science degree:

**EMERGENCY MEDICAL TECHNICIAN**

<table>
<thead>
<tr>
<th>Required Courses (7 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-50 Emergency Medical Services-Basic</td>
<td>6</td>
</tr>
<tr>
<td>EMS-51 Emergency Medical Services-Basic Clinical /Field</td>
<td>1</td>
</tr>
</tbody>
</table>

**ENGINEERING TECHNOLOGY**

**ENGINEERING SOFTWARE APPLICATIONS**

<table>
<thead>
<tr>
<th>Required Courses (27 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-31 Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-42 3D Parametric Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENE-43 3D Technical Animation</td>
<td>3</td>
</tr>
<tr>
<td>ENE-44 Advanced 3D Technical Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART-36 Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71 Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>or CIS/CAT-78A Introduction to Adobe Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate of Science degree in Engineering Software Applications will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

**ENGINEERING TECHNICIAN**

<table>
<thead>
<tr>
<th>Required Courses (27 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-1A Plane Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>ENE-1B Plane Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer-Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>MAT-35 Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MAT-36 Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE-24 Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-23 Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>ENE-26 Civil Engineering Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-31 Computer-Aided Drafting and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**ENGINEERING TECHNOLOGY**

**Associate in Science Degree**

Required Courses (35-37 units) | Units |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENE/ELE-27 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>ENE-33 Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>ELE-21 DC-AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>MAT-11 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT-36 Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>WEL/ELE/MAN-34 Metal Joining Processes</td>
<td>2</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>6-8</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE-2A Introductory Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENE-23 Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC/MAN-51 Machine Processes</td>
<td>3</td>
</tr>
<tr>
<td>MAT-5 Calculus, A Short Course</td>
<td>4</td>
</tr>
<tr>
<td>MAT-12 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-2A General Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Plus completion of the graduation requirements as described in the catalog.

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

**ENGINEERING GRAPHICS**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-21 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENE-30 Computer Aided Drafting (CAD)</td>
<td>3</td>
</tr>
</tbody>
</table>

**INDUSTRIAL DESIGN**

<table>
<thead>
<tr>
<th>Required Courses (10 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-28 Technical Design</td>
<td>3</td>
</tr>
<tr>
<td>ENE-42 3D Parametric Solid Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MAN-52 Computer Aided Manufacturing-Mastercam</td>
<td>4</td>
</tr>
</tbody>
</table>

**FIRE TECHNOLOGY**

**Fire Technology**

<table>
<thead>
<tr>
<th>Required Courses (23 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-1 Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIT-2 Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIT-3 Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIT-4 Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIT-5 Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FIT-9 Fire Ground Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>Electives Choose EMS-50 and 51 or from any elective courses within the Fire Technology discipline</td>
<td>5</td>
</tr>
</tbody>
</table>
Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

**Associate in Science Degree**
The Associate in Science Degree in Fire Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

**Firefighter Academy** AS669/CE669

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (19 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-S3 Basic Firefighter Academy</td>
<td>19</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**
The Associate in Science Degree in Fire Academy will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

**Fire Technology/Dispatch** CE782

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (4.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT-D1 Fire Department Organization for Dispatchers</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D2 Emergency Call Taking for Fire and EMS</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D3 Dispatcher Communication Systems</td>
<td>.25</td>
</tr>
<tr>
<td>FIT-D4 Support Radio Dispatching</td>
<td>.5</td>
</tr>
<tr>
<td>FIT-D5 Initial Attack Dispatch Operations</td>
<td>.5</td>
</tr>
<tr>
<td>FIT-D6 Initiating and Supporting a Wildland Dispatch</td>
<td>1</td>
</tr>
<tr>
<td>FIT-D7 Multi-Agency Incident Resource Processing System</td>
<td>.25</td>
</tr>
</tbody>
</table>

**Geographic Information Systems**
The following Certificates may lead to employment competency, but do not lead to an associate of science degree:

**Core Certificate in GIS Mapping** CE794

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS-1 Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS-5 Cartography and Base Map Development</td>
<td>3</td>
</tr>
<tr>
<td>GIS-9 Spatial Analysis with GIS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Geographic Information Systems** CE790

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (15 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS-1 Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS-5 Cartography and Base Map Development</td>
<td>3</td>
</tr>
<tr>
<td>GIS-9 Spatial Analysis with GIS</td>
<td>3</td>
</tr>
<tr>
<td>GIS-17 Advanced GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS-13 GIS for Science, Business and Government</td>
<td>3</td>
</tr>
<tr>
<td>GIS-21 Global Positioning System (GPS) Field Techniques</td>
<td>3</td>
</tr>
<tr>
<td>GIS-25 GIS Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Business**

See Business Administration

**Graphics Technology** AS558/CE558

**Certificate Program**

<table>
<thead>
<tr>
<th>Required Courses (34 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRT-1 Introduction to Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-30 Contemporary Topics in Graphics Technology</td>
<td>3</td>
</tr>
<tr>
<td>GRT-58 Paper and Inks for Multi-purposed Design</td>
<td>3</td>
</tr>
<tr>
<td>GRT-63 Adobe InDesign for Professional Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-76 QuarkXPress for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-70 Project Design and Production</td>
<td>3</td>
</tr>
<tr>
<td>GRT-71 Adobe Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-80 Introductory Digital Darkroom</td>
<td>3</td>
</tr>
<tr>
<td>GRT-85 Beginning Offset Presswork</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>11</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-36 Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>ENG-17 Literary Magazine Production</td>
<td>2</td>
</tr>
<tr>
<td>GRT-63 Adobe InDesign for Professional Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-64 Ethics and Legalities of Digital Manipulation</td>
<td>3</td>
</tr>
<tr>
<td>GRT-65 Cross Platform File Management</td>
<td>1</td>
</tr>
<tr>
<td>GRT-67 WEB Animation with Flash</td>
<td>3</td>
</tr>
<tr>
<td>GRT-68 3D Animation with Maya</td>
<td>3</td>
</tr>
<tr>
<td>GRT-69 Motion Graphics and Compositing with After Effects</td>
<td>3</td>
</tr>
<tr>
<td>GRT-72 Advanced Photoshop for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-73 Developing and Authoring Multimedia CD’s and DVD’s</td>
<td>3</td>
</tr>
<tr>
<td>GRT-74 Dreamweaver for Graphic Designers</td>
<td>3</td>
</tr>
<tr>
<td>GRT-76 QuarkXPress for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-77A Adobe Illustrator for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-77B Advanced Adobe Illustrator for Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78A Multimedia Construction with Macromedia Director</td>
<td>3</td>
</tr>
<tr>
<td>GRT-78B Multimedia Construction using Lingo</td>
<td>3</td>
</tr>
<tr>
<td>GRT-79 Multimedia Production using Painter</td>
<td>3</td>
</tr>
<tr>
<td>GRT-81 Advanced Digital Darkroom</td>
<td>3</td>
</tr>
<tr>
<td>GRT-86 Advanced Offset Presswork and Bindery</td>
<td>3</td>
</tr>
<tr>
<td>GRT-88 3D Creature Creations with Maya</td>
<td>3</td>
</tr>
<tr>
<td>GRT-89 Multimedia Graphics Portfolio</td>
<td>4</td>
</tr>
<tr>
<td>GRT-200 Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>PHO-20 Introduction to Digital Still Photography</td>
<td>3</td>
</tr>
<tr>
<td>TEL-64 Digital Editing Principles and Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>
**Associate in Science Degree**
The Associate in Science Degree in Graphics Technology will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

The following Certificates may lead to employment competency, but do not lead to an associate of science degree:

- **Basic Electronic Prepress**
  
  **Certificate Program**
  
  Required Courses (17 units) | Units
  --- | ---
  GRT-1 Introduction to Graphics Technology | 3
  GRT-63 Adobe InDesign for Professional Publishing | 3
  or
  GRT-76 QuarkXPress for Publishing | 3
  GRT-64 Ethics and Legalities of Digital Manipulation | 1
  GRT-65 Cross Platform File Management | 1
  GRT-71 Adobe PhotoShop for Publishing | 3
  GRT-80 Introductory Digital Darkroom | 3
  GRT-85 Beginning Offset Presswork | 3

- **Basic Graphic Design**
  
  **Certificate Program**
  
  Required Courses (17 units) | Units
  --- | ---
  ART-22 Basic Design | 3
  GRT-1 Introduction to Graphics Technology | 3
  GRT-63 Adobe InDesign for Professional Publishing | 3
  or
  GRT-76 QuarkXPress for Publishing | 3
  GRT-64 Ethics and Legalities of Digital Manipulation | 1
  GRT-65 Cross Platform File Management | 1
  GRT-71 Adobe PhotoShop for Publishing | 3
  GRT-77A Adobe Illustrator for Publishing | 3

- **Basic Multimedia Design**
  
  **Certificate Program**
  
  Required Courses (16 units) | Units
  --- | ---
  GRT-58 Paper and Inks for Multi-purposed Design | 1
  GRT-64 Ethics and Legalities of Digital Manipulation | 1
  GRT-65 Cross Platform File Management | 1
  GRT-69 Motion Graphics with After Effects | 3
  GRT-71 Adobe PhotoShop for Publishing | 3
  GRT-78A Multimedia Construction with Macromedia Director | 3
  GRT-89 Multimedia Graphics Portfolio | 4

- **Human Services**
  
  **Certificate Program**
  
  Required Courses (21 units) | Units
  --- | ---
  HMS-4 Introduction to Human Services | 3
  HMS-5 Introduction to Evaluation and Counseling | 3
  HMS-6 Introduction to Case Management | 3
  HMS-8 Introduction to Group Process | 3
  HMS-16 Public Assistance and Benefits | 1
  HMS-200 Human Services Work Experience | 2
  Electives (Choose from list below) | 6

  Electives
  
  HMS-7 Introduction to Psychosocial Rehabilitation | 3
  HMS-13 Employment Support Strategies | 3
  HMS-14 Job Development | 3
  HMS-18 Introduction to Social Work | 3
  HMS-19 Generalist Practices of Social Work | 3

**Associate in Science Degree**
The Associate in Science degree Human Services will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

The following Certificate may lead to employment competency, but does not lead to an associate in science degree:

- **Employment Support Specialization**
  
  **Certificate Program**
  
  Required Courses (4 units) | Units
  --- | ---
  HMS-13 Employment Support Strategies | 3
  HMS-16 Public Assistance and Benefits | 1

**Logistics Management**

- **Certificate Program**
  
  Required Courses (18 units) | Units
  --- | ---
  Select 18 units from the following:
  BUS-80 Principles of Logistics | 3
  BUS/MAN-81 Inventory Control | 1.5
  BUS-82 Freight Claims | 1.5
  BUS-83 Contracts | 1.5
  BUS-84 Computerized Logistics | 1.5
  BUS-85 Warehouse Management | 3
  BUS-86 Transportation and Traffic Management | 3
  BUS-87 Introduction to Purchasing | 3
  BUS-90 International Logistics | 3

**Associate in Science Degree**
The Associate in Science degree in Logistics Management, will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
MANUFACTURING TECHNOLOGY

AUTOMATED SYSTEMS Management AS732/CE732

Certificate Program
Required Courses (32 units) Units
ELE-26 Microprocessors and Microcontrollers 4
MAC/MAN-56 CNC Machine Setup and Operation 4
MAC/ENE-61 Computer Aided Design and Computer Aided Manufacturing 2
MAN-30 Material Handling 3
MAN-60 Hydraulics and Pneumatic Systems 3
MAN-62 Computer Integrated Manufacturing 3
MAN-64 Programmable Logic Controllers 2
MAN-75A Robotic Systems 4
MAN-76 Automated Systems Lab 1
Electives (Choose from list below) 6

Electives
ELE-38 Computer Systems Troubleshooting 4
ENE/ELE-27 Technical Communication 3
ENE/MAN-46 Manufacturing Processes I 3
ENE-60 Math for Engineering Technology 3
ENE-200 Work Experience 1-4
MAN-31 Production Planning, Operating & Control 3
MAN-47A Statistical Process Control 3
MAN-51 Machine Processes 3
MAN-58 Quality Assurance 3
MAN-75B Advanced Robotic Systems 4
MAN-76 Automated Systems Lab 1

Associate in Science Degree
The Associate in Science degree in Manufacturing Technology, Automated Systems Management will be awarded upon completion of the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

AUTOMATED SYSTEMS TECHNICIAN AS737/CE737

Certificate Program
Required Courses (26 Units) Units
ELE-10 Survey of Electronics 4
ELE-26 Microprocessors and Microcontrollers 4
ELE/ELE-27 Technical Communications 3
ENE-33 Machine Design 3
ENE-51 Blueprint Reading 2
ENE-60 Math for Engineering Technology 3
MAC/MAN-55 Occupational Safety and Health Administration (OSHA) Standards for General Industry 2
MAN-60 Hydraulics and Pneumatic Systems 3
MAN-64 Programmable Logic Controllers 2

Electives (3-4 units)
MAN/ENE-46 Manufacturing Processes I 3
MAN-52 Computer-Aided Manufacturing-Mastercam 4
MAN/MAC-57 CNC Program Writing 3
MAN-59 Computer-Aided Manufacturing-GibbsCAM 4

MATERIALS AND OPERATIONS MANAGEMENT CE800

Certificate Program
Required Courses (7.5 units) Units
MAN-81 Principles of Inventory Control 1.5
MAN-82 Fundamentals of Manufacturing Control 2
MAN-83 Fundamentals of Operations Management 2
MAN-84 Fundamentals of Materials and Operations Planning 2

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

COMPUTER-AIDED PRODUCTION TECHNOLOGY CE799

Certificate Program
Required Courses (14-15 units) Units
ENE-51 Blueprint Reading 2
ENE-60 Math for Engineering Technology 3
MAN/MAC-55 Occupational Safety & Health Administration (OSHA) Standards for General Industry 2
MAN/MAC-56 CNC Machine Set-up and Operation 4
Electives (Choose from list below) 3-4

Electives (3-4 units)
MAN/ENE-46 Manufacturing Processes I 3
MAN-52 Computer-Aided Manufacturing-Mastercam 4
MAN/MAC-57 CNC Program Writing 3
MAN-59 Computer-Aided Manufacturing-GibbsCAM 4

Associate in Science Degree
The Associate in Science degree in Manufacturing Technology, Automated Systems Technician will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
## MARKETING

*See Business Administration*

## MEDICAL ASSISTING

### ADMINISTRATIVE/CLINICAL MEDICAL AS718/CE718

### ASSISTING

#### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (22 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDA-1A Medical Terminology IA</td>
<td>3</td>
</tr>
<tr>
<td>MDA-1B Medical Terminology IB</td>
<td>3</td>
</tr>
<tr>
<td>MDA-54 Clinical Medical Assisting and Pharmacology</td>
<td>5</td>
</tr>
<tr>
<td>MDA-59 Medical Office Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>6</td>
</tr>
</tbody>
</table>

#### Electives (6 units)

- CIS-1A Introduction to Computer Information Systems | 3 |
- CAT/CIS-3 Computer Applications for Working Professionals | 3 |
- CAT-50 Keyboarding and Document Processing | 3 |
- CAT/CIS-84 WordPerfect for Windows | 3 |

### Associate in Science Degree

The Associate in Science degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

## MEDICAL TRANSCRIPTION AS701/CE701

### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (26 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMY-10 Survey of Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>MDA-1A Medical Terminology IA</td>
<td>3</td>
</tr>
<tr>
<td>MDA-1B Medical Terminology IB</td>
<td>3</td>
</tr>
<tr>
<td>MDA-58A Medical Transcription</td>
<td>5</td>
</tr>
<tr>
<td>CAT-30 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Choose from list below)</td>
<td>9</td>
</tr>
</tbody>
</table>

#### Electives (9 units)

- MDA-58B Advanced Medical Transcription | 3 |
- MDA-60 Survey of Human Diseases | 2 |
- MDA-61 Pharmacology for Medical Office Personnel | 2 |
- CAT/CIS-3 Computer Applications for Working Professionals | 3 |
- CAT-50 Keyboarding & Document Processing | 3 |
- CAT/CIS-84 Word Processing: WordPerfect for Windows | 3 |

### Associate in Science Degree

The Associate in Science Degree in Medical Transcription will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

## MUSIC

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

### JAZZ PERFORMANCE CE852

#### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (17-17.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-25 Jazz Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>or MUS-35 Vocal Music Ensembles (2 semesters)</td>
<td>2</td>
</tr>
<tr>
<td>MUS-36 Instrumental Chamber Ensembles (1 semester)</td>
<td>1.5</td>
</tr>
<tr>
<td>MUS-39 Intermediate Applied Music (2 semesters)</td>
<td>6</td>
</tr>
<tr>
<td>MUS-43 Jazz Improvisation and Theory (2 semesters)</td>
<td>2</td>
</tr>
<tr>
<td>MUS-52 Recital Performance</td>
<td>.5</td>
</tr>
<tr>
<td>Performing Ensemble (Choose from list below)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Performing Ensembles

- MUS-33 Vocal Jazz Ensemble (2 semesters) | 4 |
- MUS-44 Jazz Ensemble (2 semesters) | 4 |

### MIDI CE850

#### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (13 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-3 Fundamentals of Music</td>
<td>4</td>
</tr>
<tr>
<td>MUS-8A Introduction to MIDI and Digital Audio</td>
<td>3</td>
</tr>
<tr>
<td>MUS-8B Sequencing and Orchestration with Digital Audio and MIDI</td>
<td>3</td>
</tr>
<tr>
<td>MUS-9 Music Composition and Film Scoring with Digital Audio</td>
<td>3</td>
</tr>
</tbody>
</table>

### MUSIC PERFORMANCE CE851

#### Certificate Program

<table>
<thead>
<tr>
<th>Required Courses (17.5 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-39 Intermediate Applied Music (3 semesters)</td>
<td>9</td>
</tr>
<tr>
<td>MUS-52 Recital Performance (25 minute solo program)</td>
<td>.5</td>
</tr>
<tr>
<td>Performing Ensemble (Choose from list below)</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Performing Ensembles (8 units—4 semesters)

- MUS-28 Riverside Community Symphony | 2 |
- MUS-33 Vocal Jazz Ensemble | 2 |
- MUS-41 Chamber Singers | 2 |
- MUS-42 Wind Ensemble | 2 |
- MUS-44 Jazz Ensemble | 2 |
- MUS-48 Marching Band | 2 |
- MUS-77 Guitar Ensemble | 2 |

### NURSING

Upon acceptance to the ADN or VN programs, a clear background check will be required prior to enrollment.

### REGISTERED NURSING PROGRAM AS586

### Associate in Science Degree in Registered Nursing

The Associate in Science degree in Registered Nursing will be awarded upon successful completion of the following courses:
Required Courses (71.5 units) Units

AMY-2A Anatomy and Physiology I 4
AMY-2B Anatomy and Physiology II 4
MIC-1 Microbiology 4

Nursing 17 is required within one year prior to enrollment for all advanced placement/transfer students.

PSY-9 Developmental Psychology (PSY-9 required prior to Nursing 2) 3
SOC-1 Introduction to Sociology 3
or
ANT-2 Cultural Anthropology 3
ENG-1A English Composition 4
American Institutions 3
Communication and Analytical Thinking 6
SPE-1 or SPE-9 and Elective Humanities 3
NRN-1 Introduction to Nursing Concepts and Practice 8
NRN-2 Beginning Nursing Concepts of Health and Illness 8
NRN-3 Intermediate Nursing Concepts of Health and Illness 9
NRN-4 Advanced Nursing Concepts of Health and Illness 9
NRN-5 Introduction to Nursing Roles and Relationships 2
NRN-15 Dimensions of AD-Registered Nursing 1.5

VOCATIONAL NURSING AS588/CE588

Certificate Program

Required Courses (51 units) Units

AMY-10 Survey of Human Anatomy and Physiology 3
NVN-50 Introductory Vocational Nursing Foundations 2
NVN-51 Introductory Concepts of Vocational Nursing-Health/Illness 3
NVN-52 Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5
NVN-60 Intermediate Vocational Nursing Foundations-Nursing Process/Communication 1
NVN-61 Intermediate Concepts of Vocational Nursing-Care of the Family 6
NVN-62 Intermediate Concepts of Vocational Nursing-Medical/Surgical 12
NVN-63 Intermediate Concepts of Vocational Nursing-Mental Health 3
NVN-70 Advanced Vocational Nursing Foundations-Role Transition 1
NVN-71 Advanced Concepts of Vocational Nursing-Medical/Surgical 7.5
PSY-9 Developmental Psychology 3

Critical Care Nurse CE581

Certificate Program

Prerequisite: Completion of the RN program is required prior to enrolling in this course.

Required Courses (8 units) Units

NXN-81 Critical Care Nursing 8

Nursing Assistant CE584

Certificate Program

Required Courses (8-9.5 units) Units

NRN-1 Introduction to Nursing Concepts and Practice 8
or
NVN-52 Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5

PARALEGAL STUDIES AS591

Associate in Science Degree

Required Courses (37.5 units) Units

Level I Courses:

BUS-18A Business Law I 3
PAL-10 Introduction to Paralegal Studies 3
PAL-64 Legal Research and Computer Applications 3
PAL-68 Civil Litigation and Procedures I 3
CAT/CIS-80 Word Processing: Microsoft Word for Windows 3
or
CAT/CIS-84 Word Processing: WordPerfect for Windows 3

Level II Courses:

BUS-18B Business Law II 3
PAL-14 Legal Ethics 3
PAL-70 Law Office Policies, Procedures & Ethics 1.5
PAL-72 Legal Analysis and Writing 3
PAL-78 Civil Litigation and Procedures II 3

Specialty Courses (Select 9 Units From The Following)

ACC-1A Principles of Accounting I 3
PAL-80 Internship Project 1.5
PAL-81 Bankruptcy Law and Procedures 3
PAL-83 Estate Planning and Probate Procedures 3
PAL-85 Family Law and Procedures 3
PAL-87 Trial Practice Preparation and Procedures 3
RLE-82 Legal Aspects of Real Estate 3

The following Certificates may lead to employment competency, but do not lead to an associate in science degree:

Critical Care Nurse CE581
Nursing Assistant CE584

Plus completion of the graduation requirements as described in the catalog.
### PHOTOGRAPHY

**PHOTOGRAPHY Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO-8</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-9</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-10</td>
<td>Advanced Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-12</td>
<td>Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>PHO-13</td>
<td>Advanced Darkroom Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PHO-14</td>
<td>Basic Studio Portraiture</td>
<td>3</td>
</tr>
<tr>
<td>PHO-17</td>
<td>Introduction to Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO-20</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Associate in Science Degree

The Associate in Science degree in Photography will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

### PHYSICAL EDUCATION

**EXERCISE, SPORT, AND WELLNESS Certificate Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP-4</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PHP-10</td>
<td>Introduction to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PHP-12</td>
<td>Sport Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHP-14</td>
<td>Athletic and Fitness Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>PHP-16</td>
<td>Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>PHP-30</td>
<td>First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>PHP-35</td>
<td>Foundations for Fitness and Wellness</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, choose and complete courses from one Emphasis below 3-16

#### Fitness Professions Emphasis (Total of 24 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP-42</td>
<td>Lifeguard and Water Safety Instructor Certification</td>
<td>3</td>
</tr>
<tr>
<td>PHP-43</td>
<td>Personal Training</td>
<td>3</td>
</tr>
<tr>
<td>PHP-44</td>
<td>Yoga Instructor Training</td>
<td>3</td>
</tr>
<tr>
<td>PHP-45</td>
<td>Group Fitness Instructor</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Athletic Training Emphasis (Total of 29 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP-17</td>
<td>Athletic Training, Fall Sports, Beginning</td>
<td>2</td>
</tr>
<tr>
<td>PHP-18</td>
<td>Athletic Training, Spring Sports, Beginning</td>
<td>2</td>
</tr>
<tr>
<td>PHP-21</td>
<td>Athletic Training Applications (Must take two times)</td>
<td>2-2</td>
</tr>
</tbody>
</table>

#### Coaching Emphasis (Total of 30 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP-31</td>
<td>Water Aerobics and Deep Water Exercise</td>
<td>1</td>
</tr>
<tr>
<td>PHP-74</td>
<td>Hiking and Backpacking</td>
<td>1</td>
</tr>
<tr>
<td>PHP-75</td>
<td>Walking for Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHP-77</td>
<td>Jogging for Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHP-78</td>
<td>Long Distance Running</td>
<td>1</td>
</tr>
<tr>
<td>PHP-80</td>
<td>Triathlon Techniques</td>
<td>1</td>
</tr>
<tr>
<td>PHP-81</td>
<td>Physical Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PHP-86</td>
<td>Step Aerobics</td>
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</tr>
<tr>
<td>PHP-87</td>
<td>Step Aerobics, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>PHP-88</td>
<td>Step Aerobics, Advanced</td>
<td>1</td>
</tr>
<tr>
<td>PHP-90</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>PHP-92</td>
<td>Weight Training, Advanced</td>
<td>1</td>
</tr>
</tbody>
</table>
The Associate in Science Degree in Physical Education will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate degree.

**PHYSICIAN ASSISTANT**

**Physician Assistant AS501/CE501**

Prior to acceptance to the Physician Assistant Program students must complete prerequisites in physics, chemistry, algebra, English, anatomy and physiology, microbiology, sociology or cultural anthropology and psychology. It is highly recommended that students complete Abnormal Psychology and Medical Terminology prior to entering the program. Anatomy and physiology and microbiology must have been taken within the last five years with a combined GPA of 2.7. An overall GPA of 2.5 is required in other general education courses. A minimum of 2,000 hours paid “hands-on” patient care experience in the disciplines of medicine, nursing or allied health is also required.

**Certificate Program**

**Required Courses (89 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT-1</td>
<td>Applied Clinical Skills</td>
<td>2</td>
</tr>
<tr>
<td>PHT-2</td>
<td>Medical Science I</td>
<td>6</td>
</tr>
<tr>
<td>PHT-3</td>
<td>History and Physical Assessment I</td>
<td>4</td>
</tr>
<tr>
<td>PHT-4</td>
<td>Applied Clinical Skills II</td>
<td>3</td>
</tr>
<tr>
<td>PHT-5</td>
<td>Medical Science II</td>
<td>6</td>
</tr>
<tr>
<td>PHT-6</td>
<td>History and Physical Assessment II</td>
<td>4</td>
</tr>
<tr>
<td>PHT-7</td>
<td>Medical Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>PHT-8</td>
<td>Applied Clinical Skills III</td>
<td>3</td>
</tr>
<tr>
<td>PHT-9</td>
<td>Medical Science III</td>
<td>6</td>
</tr>
<tr>
<td>PHT-10</td>
<td>Clinical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PHT-11</td>
<td>Internal Medicine I</td>
<td>6</td>
</tr>
<tr>
<td>PHT-12</td>
<td>Internal Medicine II</td>
<td>6</td>
</tr>
<tr>
<td>PHT-13</td>
<td>Surgery I</td>
<td>4</td>
</tr>
<tr>
<td>PHT-14</td>
<td>Surgery II</td>
<td>6</td>
</tr>
<tr>
<td>PHT-15</td>
<td>Pediatrics</td>
<td>6</td>
</tr>
<tr>
<td>PHT-16</td>
<td>Obstetrics/Gynecology</td>
<td>6</td>
</tr>
<tr>
<td>PHT-17</td>
<td>Family Practice</td>
<td>6</td>
</tr>
<tr>
<td>PHT-18</td>
<td>Psychiatry/Mental Health</td>
<td>4</td>
</tr>
<tr>
<td>PHT-19</td>
<td>Emergency Medicine</td>
<td>4</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science Degree in Physician Assistant will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.

**REAL ESTATE**

See **BUSINESS ADMINISTRATION**

**RETAIL MANAGEMENT/WAFC**

**Retail Management/WAFC AS536/CE536**

(WESTERN ASSOCIATION OF FOOD CHAINS)

**Certificate Program**

**Required Courses (30-31 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1A</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC/CAT-55</td>
<td>Applied Accounting/Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>BUS-20</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS-22</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS-1A</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CAT-3</td>
<td>Computer Applications for Working Professionals</td>
<td>3</td>
</tr>
<tr>
<td>MAG-44</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-51</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAG-53</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>MAG-56</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MAG-57</td>
<td>Oral Communications</td>
<td>3</td>
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<tr>
<td>SPE-1</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPE-9</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>MKT-20</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT-42</td>
<td>Retail Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science degree in Retail Management/WAFC will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.

**SIGN LANGUAGE INTERPRETING**

**Sign Language Interpreting AS505/CE505**

**Certificate Program**

**Required Courses (28.5 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML-5</td>
<td>Sign Language for Interpreters</td>
<td>4</td>
</tr>
<tr>
<td>AML-10</td>
<td>Introduction to Sign Language Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>AML-11</td>
<td>Interpreting I</td>
<td>4.5</td>
</tr>
<tr>
<td>AML-12</td>
<td>Interpreting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AML-13</td>
<td>Interpreting III</td>
<td>4.5</td>
</tr>
<tr>
<td>AML-14</td>
<td>Interpreting IV/Practicum</td>
<td>2</td>
</tr>
<tr>
<td>AML-20</td>
<td>Ethics and Professional Standards of Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>AML/SOC-22</td>
<td>American Deaf Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Science Degree**

The Associate in Science degree in Sign Language Interpreting will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the associate degree.
TELECOMMUNICATIONS

TELEVISION PRODUCTION SPECIALIST

Certificate Program

Required Courses (28 units) Units
TEL-41 Introduction to Telecommunications 3
TEL-42 Writing for Broadcast Television and Radio 3
TEL-43 Television Studio and Equipment 3
TEL-44 Introduction to Television Production 3.5
JOU/TEL-45 Television News Production 3.5
TEL-38 Telecommunications Production Project 3

Electives (Choose from list below) 9
TEL/MUS-11 Sound Recording and Reinforcement Techniques 3
TEL-12 History of American Film 3
TEL-46 Editing for Television 3
TEL-48 Short Film Production 3
TEL-51 Telecommunications Laboratory 1
TEL-52 Telecommunications Laboratory 2
TEL-60 Overview of Digital Media 3
TEL-63 Multimedia Sound Design Techniques 3
TEL-64 Digital Editing Principles and Techniques 3
TEL-65 The Director’s Art in Filmmaking 3
TEL-66 Advanced Digital Editing 3
TEL-69 Script Supervising for Film and Television 3
TEL-70 Scriptwriting Software using Final Draft 1
TEL-71 Sound Engineering for Audio in Media 3
ART-22 Basic Design 3
ART-23 Design and Color 3
ART-36 Computer Art 3
GRT-68 3D Animation with Maya 3
GRT-69 Motion Graphics and Compositing with After Effects 3
GRT-71 Adobe Photoshop for Publishing 3
GRT-78A Multimedia Construction using Macromedia Director 3
GRT-78B Multimedia Construction using Lingo 3
JOU-1 Introduction to Journalism 3
JOU-7 Mass Communications 3
MUS-8A Introduction to MIDI and Digital Audio 3
PHO-8 Introduction to Photography 3
THE-5 Theater Practicum 3

Electives (9 units)

The Associate in Science Degree

The Associate in Science Degree in Television Production Specialist will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, as well as electives totaling 60 units of college work as required for the Associate Degree.
Section VI

COURSE DESCRIPTIONS
COURSE DESCRIPTIONS
Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer.

The program of instruction is divided into major categories:

TRANSFER
College and university parallel courses are generally numbered 1 through 49. There are, however, many exceptions. See a counselor for information.

CALIFORNIA ARTICULATION NUMBER (CAN)
Some courses are identified with the California Articulation Number (CAN). This identifies some of the transferable, lower division, introductory courses commonly taught within each academic discipline in California community colleges.

Lists of courses from campuses who have qualified to participate in the CAN system are available in the counseling department. The system assures students that CAN courses on one participating campus will be accepted “in lieu” of the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. Each campus, however, retains its own numbering system.

IGETC
Intersegmental general education transfer curriculum is a series of courses that RCCD students may use to satisfy lower division general education requirements at any CSU or UC campus. IGETC provides an option to the California State University general education requirements and replaces the University of California Transfer Code Curriculum.

UC/CSU
These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three campuses. When in doubt, students are advised to confer with a counselor.

DELIVERY METHODS
A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as televised classes and online classes (taught entirely online utilizing computer and internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

NON-DEGREE CREDIT
Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (ART 95-99; CAT 30ABC, 99ABCD; ENG 60AB, 60A1234, 90AB; ESL 51, 51AB, 52, 53, 65, 71, 72, 90A-K, 91, 92, 95; GUI 95; MAT 50, 51, 62ABC, 63, 64, 65, 98; NXX 81; REA 66, 81, 82, 83, 86, 87, 95; SPE 52; and all computer practicums numbered 96, 96A, 97) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran’s benefits, associated student body office, and full-time status.

NON-TRANSFER
Several general education, occupational, vocational and technical courses are numbered 50 and above. Since these courses are not offered at four-year colleges and universities, they are not designed for transfer credit. Some exceptions do exist. Students are advised to confer with a counselor regarding possible transferability.

NON-CREDIT
These courses are numbered in the 800’s and are non-credit classes. No unit credit is earned in these courses.

REPEATING A COURSE
Some courses, particularly in performance areas such as music, theater, and athletics where significant skill improvement is an important objective, may be repeated regardless of the grade earned. In these instances, for example, the student may repeat the course three times, for a maximum of four (4) total enrollments in the same activity. Beginning tennis, intermediate tennis, advanced tennis, for example, are considered as the same activity, and a student may enroll in the activity for a total of four (4) times.

LIMITATIONS ON ENROLLMENT
Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

Prerequisite - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better or CR). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of ‘C’ or better or ‘CR’ (Credit), ‘C-’, ‘D’, ‘F’, ‘NC’ (No Credit), or ‘I’ grades are not acceptable. Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a ‘C’ grade, the student will be dropped from the succeeding class.

Corequisite - When a course has a corequisite, it means that a student is required to take another course at the same time as the desired course. Some disciplines accept prior completion of the corequisite, so check the catalog description of each course carefully. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (e.g. completion of, or concurrent enrollment in, Math 1A is required for Physics 4A).
Advisory - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

Verifying Prerequisites/Corequisites - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the RCCD Catalog.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a Prerequisite Validation Form.
- Submit unofficial transcript(s) or grade reports and complete a Matriculation Appeals Petition. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals Petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites. For more information about these acceptable courses, please call the prerequisite hotline at (909) 222-8808.

Petitions to challenge a prerequisite or to file a complaint of unlawful discrimination are available in the Counseling Offices on all three campuses.

ACCOUNTING

ACC-1A - Principles of Accounting, I 3 units
UC, CSU (CAN BUS 2)
(ACC 1A + 1B = CAN BUS SEQ A)
Prerequisite: None.
Advisory: BUS-20. Concurrent enrollment in ACC/CIS-96 also recommended.
Limitation on enrollment: Not open to students with credit for ACC-10B.
An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

ACC-1B - Principles of Accounting, II 3 units
UC, CSU (CAN BUS 4)
(ACC 1A + 1B = CAN BUS SEQ A)
Prerequisite: ACC-1A.
Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.
A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-55 – Applied Accounting/Bookkeeping 3 units
(Same as CAT-55)
Prerequisite: None.
This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. Total of 54 hours lecture.

ACC-61 - Cost Accounting 3 units
CSU
Prerequisite: ACC-1B.
Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.
Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.

ACC-62 - Payroll Accounting 3 units
CSU
Prerequisite: ACC-1A, ACC-10A or CAT-63A.
Advisory: Concurrent enrollment in ACC/CIS-96 is recommended.
Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture.

ACC-63 - Income Tax Accounting 3 units
CSU
Prerequisite: None.
Theory and method of preparation of income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.

ACC-65 - Computerized Accounting 3 units
CSU
Prerequisite: ACC-1A or 10A; or CAT-63A.
Concurrent enrollment in ACC/CIS-96 is also recommended.
Advisory: CIS-1 or 90A is recommended.
An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADJ-1 - Introduction to the Administration of Justice</strong></td>
<td>3</td>
<td>UC, CSU (CAN AJ 2)</td>
</tr>
<tr>
<td><strong>ADJ-2 - Principles and Procedures of the Justice System</strong></td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>ADJ-3 - Concepts of Criminal Law</strong></td>
<td>3</td>
<td>UC, CSU (CAN AJ 4)</td>
</tr>
<tr>
<td><strong>ADJ-4 - Legal Aspects of Evidence</strong></td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>ADJ-5 - Community Relations</strong></td>
<td>3</td>
<td>UC, CSU</td>
</tr>
<tr>
<td><strong>ADJ-6 - Patrol Procedures</strong></td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>ADJ-7 - Juvenile Law and Procedures</strong></td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>ADJ-8 - Law in American Society</strong></td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>ADJ-9 - Law in American Society</strong></td>
<td>3</td>
<td>CSU</td>
</tr>
<tr>
<td><strong>ADJ-10 - Introduction to Security</strong></td>
<td>3</td>
<td>UC</td>
</tr>
</tbody>
</table>

**ADMINISTRATION OF JUSTICE**

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems’ procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture.
For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (951) 571-6316.

**ADJ-20 - Introduction to Corrections** 3 units

*Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-21 - Control and Supervision in Corrections** 3 units

*Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-22 - Legal Aspects of Corrections** 3 units

*Prerequisite: None.*

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual’s perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-23 - Criminal Justice Report Writing** 3 units

*Prerequisite: None.*

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and
CSU

**ADJ-25 - Introduction to Probation and Parole** 3 units

**Prerequisite:** None.

This course provides an overview of the historical development of probation and parole from early court procedures through modern practices. Course study will emphasize organization, function, goals, development and treatment theory focusing on how these concepts are utilized in California. 54 hours lecture.

**ADJ-30 - Introduction to Family Support Law** 3 units

**Prerequisite:** None.

This course introduces students to the comprehensive range of policy, procedure, philosophy and theory relevant to the practice of Family Support Law. The course examines Family Support laws as they relate to child and parental rights, establishment of paternity, the role of government and the courts and policies and procedures used in the administration of such laws in public agencies. 54 hours lecture.

**ADJ-200 - Administration of Justice** 1-2-3-4 units

**Work Experience**

**CSU**

**Prerequisite:** None.

**Limitation on enrollment:** Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**ADJ-A1A - Advanced Officer Training (POST)** .5 unit

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This course is designed to provide the student with an understanding of advanced practices in field officer training. The course focuses on officer survival techniques, legal updates, administrative procedures, and weapons familiarization. 9 hours lecture and 15 hours laboratory.

**ADJ-A2A - Background Investigation Course** 2 units

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This POST certified course is designed for law enforcement personnel assigned as background investigators with their agency. All POST mandates and state legal requirements are discussed. 40 hours lecture.

**ADJ-A3A - Child Abuse Investigations** 2 units

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This course is designed to provide the student with an overview of the child abuse investigative process. The course will focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture.

**ADJ-A4A - Canine Handler Update** .5 unit

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This course is designed to provide the student with advanced techniques of canine management. The course will focus on legal updates, medical care and maintenance, training methods, and canine field operations. 9 hours lecture and 15 hours laboratory.

**ADJ-A5A - Bicycle Patrol** .5 unit

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. 11 hours lecture and 21 hours laboratory.

**ADJ-A5B - Advanced Bicycle Patrol** .5 unit

**Prerequisite:** ADJ-A5A.

This course is designed to provide the student with advanced techniques used in police bicycle patrol. The course will emphasize off-road riding techniques and right time patrol tactics. 9 hours lecture and 15 hours laboratory.

**ADJ-A6A - Interview and Interrogation Course** .25 unit

**Prerequisite:** None.

**Limitation on enrollment:** Must be currently employed by a law enforcement agency and have POST or STC certification.

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses and suspects in a field setting. Methods for preparing for an interview, establishing rapport with people and interview strategies will be discussed. Additionally, methods for using a tape recorder and methods for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. 8 hours lecture.

**ADJ-A6B - Advanced Interview and Interrogation Course** 1.5 units

**Prerequisite:** ADJ-B1B

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions and confessions. 30 hours lecture and 2 hours laboratory.

**ADJ-A7A - Field Transition School** 2 units

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This course is designed to provide the student with an overview of patrol procedures and the daily functions of a street officer. The course will focus on investigative procedures, introduction to the field training officer program, firearms training updates, report writing, officer safety issues and defensive tactics updates. 40 hours lecture and 16 hours laboratory.

**ADJ-A8A - Field Training Officer** 1.5 units

**Prerequisite:** None.

**Limitation on enrollment:** Must be a sworn peace officer.

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. 32 hours lecture and 8 hours laboratory.
ADJ-A9A - Field Training Officer Update 1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. 24 hours lecture.

ADJ-A10A - Vice Operations .25 unit
Prerequisite: ADJ-B1B.
This course is designed as an overview of vice operations for law enforcement personnel. This course will include discussions on prostitution, solicitors of lewd sex acts, massage parlor investigations, pimping and pandering, pornography and bookmaking. 8 hours lecture.

ADJ-A11A - Effective Writing for Law Enforcement .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course will give the law enforcement student a critical understanding of effective writing skills. The course will cover the various types of documents written by the professional and focus on form. 4 hours lecture and 4 hours laboratory.

ADJ-A12A - 11550 H&S Recognition Workshop .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides instruction in how to recognize individuals under the influence of controlled substances including depressants, hallucinogens and central nervous system stimulants; also proper documentation and reporting procedures for 11550 H & S. 8 hours lecture.

ADJ-A13A - Drug Use Recognition 1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H & S code. The course fulfills the Commission on POST two year, twenty-four hour training requirement for advanced officer training. The course will emphasize public safety when handling incidents involving explosive devices. 20 hours lecture and 4 hours laboratory.

ADJ-A14A - Search Warrant Preparation Workshop .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course will instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The course will include construction of a “hero section,” and supporting documentation needed to receive judicial endorsement. Also, practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory.

ADJ-A14B - Search Warrant Execution Course .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by Target/Narcotic Teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics and teamwork. Additionally, this course offers the students the ability to practice the concepts taught in this course during “Live Fire” scenarios which are controlled by the staff who are firearms instructors. 2 hours lecture and 6 hours laboratory.

ADJ-A15A - Advanced Officer - Officer Involved Shootings 1 unit
Prerequisite: ADJ-B1B.
This course is designed to provide updated refresher training for advanced officers as required by the Commission on POST and will meet the Commission’s two year, twenty-four hour training requirement for advanced officer training. 20 hours lecture and 4 hours laboratory.

ADJ-A16A - Basic Gang Awareness .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides law enforcement personnel with a history of the street gang culture and the nomenclature necessary for properly identifying street gangs and street gang paraphernalia. 16 hours lecture.

ADJ-A17A - Bloodborne Pathogen .25 unit
Prerequisite: None.
This course will present ways to prevent contamination from bloodborne pathogens. Instruction will also include using first aid kits found in patrol units. This course meets the guidelines of OSHA and EPA. 8 hours lecture.

ADJ-A18A - CAL ID/Automated Fingerprint System .25 unit
Prerequisite: None.
This course will provide instruction in proper fingerprint lifting, classification of fingerprints and how the AFIS system is utilized. The course includes practical exercises for lifting of latent prints. 8 hours laboratory.

ADJ-A19A - Indian Land and Gaming Laws .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides an overview of the statutes and regulations pertaining to Indian lands and Indian gaming laws. This course will also discuss establishing working relationships with tribal counsels. 8 hours lecture.

ADJ-A20A - Canine Certification .25 unit
Prerequisite: None.
This course is limited to law enforcement officers involved with K-9 programs. Areas covered include: obedience training on and off leash, apprehension work and building and drug searches. 1 hour lecture and 15 hours laboratory.

ADJ-A21A - Cultural Awareness .25 unit
Prerequisite: None.
This course provides the student with a background for understanding different ethnic cultures. Students learn the factors that create different dimensions of diversity and the importance of sensitivity training. 8 hours lecture.

ADJ-A22A - Community Policing Skills Awareness .25 unit
Prerequisite: None.
This course addresses the necessary interpersonal skills required to be a successful and effective community police officer. 3 hours lecture.
ADJ-A24A - Introduction to Peer Counseling  .25 unit
Prerequisite: None.
This course provides students with an understanding of the Peer Counseling process and its effectiveness in the workplace. 2 hours lecture.

ADJ-A25A - Understanding Law Enforcement Marriages  .25 unit
Prerequisite: None.
This course is a general overview of marriage and family relationships with an emphasis on the stress of a law enforcement marriage. 3 hours lecture.

ADJ-A27A - Domestic Violence and Law Enforcement  .25 unit
Prerequisite: None.
Domestic violence is a concern for all law enforcement personnel, especially their own. This course profiles domestic violence abusers and discusses preventive measures. 3 hours lecture.

ADJ-A28A - Criminal Investigative Analysis  1.5 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with an overview of the criminal investigative analysis process. The course will focus on profiling serial killers, child molesters, and rapists. 32 hours lecture and 8 hours laboratory.

ADJ-A29A - Courtroom Testimony and Demeanor  .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. 9 hours lecture.

ADJ-A30A - Clandestine Lab Recognition and Safety  .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with an overview of the components of a clandestine methamphetamine laboratory. The course will emphasize manufacturing techniques, chemical hazards, and illicit drug manufacturing profiles. 9 hours lecture.

ADJ-A31A - Advanced Civil Procedures (POST)  1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to provide the student with an understanding of advanced civil processes. The course will focus on common writ processes, levy processes, and claims of exemption. 24 hours lecture.

ADJ-A32A - Legal Update  .25 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is designed to provide the law enforcement of fire service student with information regarding changes in state mandates or California legislative requirements. May be taken a total of four times. 4 hours lecture.

ADJ-A33A - Public Safety Seminar  .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety training mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 8 hours lecture.

ADJ-A33B - Public Safety Seminar  .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 16 hours lecture.

ADJ-A33C - Public Safety Seminar  1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 24 hours lecture.

ADJ-A33E - Public Safety Seminar  2 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. May be taken a total of four times. 40 hours lecture.

ADJ-A34A - Fingerprint Identification  3.5 units
Prerequisite: None.
This course is designed to provide the student with the skills necessary to classify, compare and roll fingerprints. The course emphasizes the evidentiary value of fingerprints and courtroom presentation. 45 hours lecture and 57 hours laboratory.

ADJ-A35A - Elder Abuse  .25 unit
Prerequisite: None.
This course is designed to provide the student with an overview of the elder abuse investigative process. The course will focus on physical neglect, intimidation, abandonment, deprivation and fraud against elderly victims. 8 hours lecture.

ADJ-A36A - Inland Boating Enforcement  1 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated and the care and safe operation of the patrol boat. 24 hours lecture and 16 hours laboratory.
ADJ-A37A - Latent Fingerprint Retrieval .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to present a study of the scientific
development of fingerprints and their retrieval. The course will focus
on identification, friction ridges and basic categories of fingerprints.
Topics will include the methods of processing fingerprints, types of
surfaces and powder processing vs. chemical processing. 12 hours
lecture and 4 hours laboratory.

ADJ-A39A - Suicide, Suicide by Cop and the
Mentally Disordered .25 unit
Prerequisite: ADJ-B1B or C1D.
This course provides the professional law enforcement student with the
skills to understand and evaluate the mentally disordered subject, and
will assist the student with effectively communicating with a mentally
ill or suicidal subject. 8 hours lecture.

ADJ-A40A - Community Oriented Policing 1 unit
Prerequisite: None.
This course will provide training to persons working in general public
safety careers and/or civilians on the concepts of community based
policing. Students will learn the definitions of, components and
methods of implementing a community-policing program. 20 hours
lecture and 4 hours laboratory.

ADJ-A41A – Campus Supervisor’s Course 1 unit
Prerequisite: None.
This course will provide training to persons working on high school
campuses in a supervisory role to the students, Students will learn
basic concepts about chemical substance abuse, juvenile gang activity,
incident documentation, critical incident management, communications
and psychological aspects of working with violent and dangerous
youths. 24 hours lecture.

ADJ-A42A – Crime Scene Investigation .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course reviews principles of evidence collection, crime scene
examination, recording, gathering trace evidence, and collecting and
packaging of biological evidence, i.e., body fluids. It will introduce the
student to basic fundamentals of 35 mm camera and its use and
function in a crime scene investigation. 16 hours lecture.

ADJ-A43A - Basic Computer-Aided Collision
Diagramming using AutoSketch .5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to enhance investigative techniques of a traffic
collision investigator/homicide detective investigating a motor vehicle
traffic collision. This three-day, hands-on instructional course discusses
the principles and operation of AutoSketch, a powerful drawing tool
developed by Autodesk. 8 hours lecture and 16 hours laboratory.

ADJ-A44A - Laser Operator .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides students with a review on Doppler Radar and the
understanding of the historical development, concepts, characteristics and
properties of laser technology. 7 hours lecture and 1 hour laboratory.

ADJ-A45A - Digital Photography for Law Enforcement .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law
enforcement agency.
This course is designed to educate the student in the field of digital
photography, as it would pertain to the day-to-day activities of the
law enforcement professional. The student will learn the essentials
needed for digital photography (i.e. light, area, size of object, and focal
distances.) They will also be instructed in the familiarization of the
digital camera and the software needed for authenticating and storing
digital images. A segment in the rules of evidence as they pertain to
digital images will be taught along with the fundamentals of crime
scene photography. 6 hours lecture and 2 hours laboratory.

ADJ-A46A - Background Investigation 2 units
Prerequisite: ADJ-B1B.
Limitation on enrollment: Must be a sworn peace officer.
This course provides students with basic techniques and legal
information necessary to conduct background investigations for law
enforcement agencies. Topics covered will include Legal Aspects,
Polygraph Examinations, Psychological Evaluation, Background
Investigation Process, Role of the Background Investigator and
Pre-Background Investigation Interview/Areas of Inquiry. 36 hours
lecture.

ADJ-A48A - Basic Investigator’s Course 2 units
Prerequisite: ADJ-B1B.
This course provides students with basic techniques and procedures
necessary to perform follow-up criminal investigations, and to
understand the available resources that assist the employee’s transition
to an investigative unit from assignments where the primary focus has
been that of an “initial reporter.” Total of 40 hours lecture.

ADJ-A50A – Raves and Rave Drugs .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides students with a basic understanding of the growing
phenomenon of rave parties. Students will be introduced to history
and culture of the rave, its social impact, proper considerations when
providing law enforcement at rave events, and an overview of drugs
that are commonly found at rave parties. 8 hours lecture.

ADJ-A55A – Riverside Sheriff’s Department Employee Orientation .5 unit
Prerequisite: None.
This course is for newly hired Sheriff’s Department employees. The
course will welcome, familiarize and orient new employees to the
Sheriff’s Department policies and procedures. 16 hours lecture.

ADJ-A56A – Elder Abuse/Racial Profiling .25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides students with the information they need to
successfully investigate elder abuse cases as the initial responder. It
provides the student with knowledge in identifying various forms of
elder abuse and abuse to dependant adults. It provides information on
crime scene management, interview and interrogation techniques and
documenting the cases. The course will help the student understand
what racial profiling is and show how to avoid participating in it. It
will cover various penal codes and amendments that deal with racial
profiling and review civil rights history dealing with racial profiling.
8 hours lecture.
ADJ-B1A – Introduction to Law Enforcement and Physical Conditioning for Basic Academy Students
1 unit
Prerequisite: None.
This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory.

ADJ-B1B - Basic Peace Officer Training Academy 18 units
Prerequisite: None.
Limitation on enrollment: Completion of POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver’s license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.
Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 602 hours lecture and 268 hours laboratory.

ADJ-B1C – Basic Peace Officer Training Academy-CHP 18 units
Prerequisite: None.
Limitation on enrollment: Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California driver’s license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.
Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 641 hours lecture and 582 hours laboratory.

ADJ-B1D – Basic Peace Officer Training Academy Lecture Component 18 units
Prerequisite: None.
Limitation on enrollment: This course is designed for students who hold a POST Basic Certificate.
This course provides lecture only instruction in all aspects of law enforcement required of California peace officers. Instruction includes elements of criminal law, civil law, traffic investigation, and all aspects of patrol procedures, and criminal investigation. 400 hours lecture.

ADJ-B3A - Basic Community Service Officer Academy 3 units
Prerequisite: None.
Limitation on enrollment: Must be employed as a Community Service Officer for a law enforcement agency or have prior approval from the course coordinator.
This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 60 hours lecture and 4 hours laboratory.

ADJ-C1D - Basic Correctional Deputy Academy (C) 12 units
Prerequisite: None.
This course is designed on the intensive academy model and provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections. 185 hours lecture and 111 hours laboratory.

ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody-trained officers. 55 hours lecture and 17 hours laboratory.

ADJ-C3A - Advanced Corrections Training .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance the Corrections employees’ professionalism and career advancement through education and training. May be taken a total of four times. 12 hours lecture.

ADJ-C3B – Advanced Corrections Perishable Skills Training .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance professionalism through continued training in state mandated corrections topics. The students will participate in an assortment of defensive tactic maneuvers and will be required to demonstrate a proficiency of each tactic taught. 2 hours lecture and 10 hours laboratory.

ADJ-C3C – Advanced Corrections Training .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is STC certified and is designed to enhance the Corrections employees’ professionalism and career advancement through education and training. May be taken a total of 4 times. 12 hours lecture.

ADJ-C4A - Advanced Corrections Training for Supervisors 1 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This mandated STC certified course is designed to enhance the on-the-job skills of the supervisor within corrections. Instruction includes preventing staff misconduct, personnel investigations, and advanced supervisory skills. 24 hours lecture.

ADJ-C5A - Basic Writing Skills for Corrections .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memoranda and reports used in institutional settings for documentation will be reviewed. 16 hours lecture and 8 hours laboratory.
ADJ-C11A - Correctional Deputy Orientation 2 units
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This STC certified course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. 40 hours lecture.

ADJ-C7A - Writing Skills for Correctional Deputy (Advanced) .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. 12 hours lecture and 12 hours laboratory.

ADJ-C8A - Facility Security Training .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. 8 hours lecture.

ADJ-C9A - First Aid/CPR Instructor Refresher Course .25 unit
Prerequisite: None.
This course is designed to give POST Certified First Aid/CPR instructors updates on the latest medical techniques and trends. 8 hours lecture and 4 hours laboratory.

ADJ-C11A - Correctional Deputy Orientation .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is designed for recent corrections graduates of the Basic Peace Officer Training Academy and/or the Correctional Deputy Training Academy. The course will welcome, familiarize and orient these new employees to the Sheriff’s Department Corrections program. 8 hours lecture.

ADJ-C12A - First Aid/CPR Instructor Course 1.5 units
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. 32 hours lecture and 8 hours laboratory.

ADJ-C13A - Stun-Tech R.E.A.C.T. Belt Training .25 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is designed to provide training in the proper utilization of the less-lethal Stun-Tech R.E.A.C.T. Belt for controlling potentially violent incarcerated persons. 6 hours lecture and 2 hours laboratory.

ADJ-C16A - First Aid/CPR Refresher Course (Practitioners/Corrections) .25 unit
Prerequisite: Completion of a basic First Aid/CPR Core Course.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is designed to give POST certified First Aid/CPR updates on the latest medical techniques and trends for those individuals working in a custodial environment. 8 hours lecture and 4 hours laboratory.

ADJ-C18A – Basic Inmate Classification .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. 14 hours lecture and 2 hours laboratory.

ADJ-C19 – Corrections Mental Health Training .5 unit
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. 14 hours lecture and 2 hours laboratory.

ADJ-D1A - Basic Public Safety Dispatch Course 5 units
Prerequisite: None.
The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Complaint Desk Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency medical service systems. 106 hours lecture and 14 hours laboratory.

ADJ-D1B - Dispatcher Update 1 unit
Prerequisite: ADJ-D1A.
This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, suicidal callers and officer safety. 24 hours lecture.

ADJ-D1C - Communications Training Officer 2 units
Prerequisite: ADJ-D1A.
This course is designed to provide communications trainers with the skills, knowledge, roles and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

ADJ-D2A - Fitness and Nutrition for Public Safety Communication Officers .25 unit
Prerequisite: None.
This course introduces fitness and nutrition concepts to persons who are currently working as public safety communication officers. Emphasis will be on proper nutrition and exercise techniques in order to improve productivity, well being and performance. 8 hours lecture.
ADJ-D5A – Dispatcher Public Safety Advanced  .5 unit
Prerequisite: ADJ-D1A.
This course will assist professional public safety communications officers in coping with suicidal callers. Additionally, the student will learn effective strategies in maintaining and building a rapport with mentally disturbed persons who may wish to end their lives, until the responding agency arrives. Students will develop traits and skills in dealing with both the pre- and post- effects of suicidal callers. 8 hours lecture.

ADJ-D4A - Dispatcher Role in Officer Safety  .25 unit
Prerequisite: ADJ-D1A.
This course will assist professional public safety communications officers learn their role in assisting officers during high-risk incidents. Students will learn strategies to be more helpful and effective when working with field officers during felony stops, response to high-risk calls and building searches. 4 hours lecture and 4 hours laboratory.

ADJ-D5A – Dispatcher Public Safety Advanced  .5 unit
Prerequisite: None.
Limitation on enrollment: Currently employed by law enforcement agency.
This course develops dispatchers professionally and personally, by increasing their knowledge, skills and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture.

ADJ-D10A – Legal Aspects for Dispatchers  .25 unit
Prerequisite: ADJ-D1A.
This course is designed to increase Public Safety Dispatcher’s knowledge of laws pertaining to Restraining Orders and Civil Disputes. 7 hours lecture and 1 hour laboratory.

ADJ-P3A - Gang Activity Networking  .5 unit
Prerequisite: None.
Instruction will include the origin and identification of street and prison gangs, how gangs and gang members are named, establishment of boundaries, dress, search and seizure issues relating to probation and custodial personnel. Black, White, Hispanic and Asian gangs will be discussed. 16 hours lecture.

ADJ-P4A - Arrest, Search and Seizure  1.5 units
Prerequisite: None.
This course provides the student with the knowledge and skills necessary to qualify for limited peace officer status powers as required by Penal Code 832. The course will emphasize laws of arrest, search and seizure, evidence and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 30 hours lecture and 10 hours laboratory.

ADJ-R1A2 Level III Modular Academy Training  6.5 units
Prerequisite: None.
Limitation on enrollment: Fingerprint clearance through California State Department of Justice.
This course is designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (POST) requirements for Level III reserve police certification. 113 hours lecture and 49 hours laboratory.

ADJ-R1B - Level II Reserve Officer Training  11 units
Prerequisite: ADJ-R1A2.
This course is designed to meet the state mandated training requirements to be qualified as a Level II police reserve officer. Curriculum covers victimology and crisis intervention, community relations, crimes against persons, crimes against property, general crime statutes, crimes against the justice system, laws of arrest, search and seizure, presentation of evidence, use of force, weaponless defense, unusual occurrences, hazardous materials, patrol techniques, vehicle pullovers, crimes against children, sex crimes, Firearms and chemical agents, weaponless violations, persons with disabilities, crimes in progress, report writing, preliminary investigations and cultural diversity. This course satisfies Peace Officer Standards and Training (POST) requirements for Level II police officer certification. 189 hours lecture and 53 hours laboratory.

ADJ-R1C - Level I Reserve Officer Training  13.5 units
Prerequisite: ADJ-R1B.
Limitation on enrollment: Completion of the POST reading and writing skills examination, Completion of POST physical fitness assessment, Possession of a valid California driver’s license. Successful completion of a medical examination. Fingerprint clearance through the California State Department of Justice.
This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I police reserve officer as established by state law. 182 hours lecture and 207 hours laboratory.
ADJ-R3A - Self-Defense for Reserves  
Prerequisite: None.
Provides the Reserve Officer with a familiarization and update on the key concepts of weaponless self-defense. 8 hours laboratory.

ADJ-R4A - PR-24 Baton for Reserves  
Prerequisite: None.
This course provides the Reserve Officer with an update on basic techniques for the use of the PR-24 baton. 8 hours laboratory.

ADJ-R5A - Straight Stick Baton Update for Reserves  
Prerequisite: None.
This course provides the Reserve Officer with an update on the basic techniques for the use of the straight stick baton. 8 hours laboratory.

ADJ-R6A - Oleoresin Capsicum for Reserves  
Prerequisite: None.
This course provides the Reserve Officer with instruction equivalent to the Basic Academy's presentation on aerosol chemical agents and an introduction to the use and effects of oleoresin capsicum (pepper spray) tear gas. Successful completion of this course is required for authorization to carry OC tear gas by Department Reserves. 3 hours lecture and 1 hour laboratory.

ADJ-S1A - Supervisory Course  
Prerequisite: Completion of ADJ-B1B or equivalent.
A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. 80 hours lecture.

ADJ-S2A - Training for Supervisory Personnel  
Prerequisite: None.
This course is designed for newly promoted law enforcement supervisory personnel and will focus on issues relating to employee productivity. 4 hours lecture.

ADJ-S3A - Supervisor Stress Management Training  
Prerequisite: None.
This course outlines various stresses associated with becoming part of law enforcement management and examines effective stress reducing leadership styles. 4 hours lecture.

ADJ-S4A - Violence in the Workplace for Civilian Supervisors  
Prerequisite: None.
This course is designed to teach supervisors how to detect the early warning signs of workplace violence, as well as methods to diffuse situations before the violence occurs. 3 hours lecture.

ADJ-S5A - Dealing With Difficult People - Supervisor Training  
Prerequisite: None.
This course examines different and difficult personality types a law enforcement supervisor may encounter and how the supervisor can effectively deal with them. 3 hours lecture.

ADJ-R1B - Radar Operations  
Prerequisite: None.
A course in the fundamentals of skid mark analysis and documentation which helps students develop advanced skills in accident investigation. The course includes practical exercises. 34 hours lecture and 6 hours laboratory.

ADJ-T1C - Traffic Collision Investigation: Advanced  
Prerequisite: ADJ-B1B, C1D and T1A.
This course is designed to introduce the student to the fundamentals of vehicle dynamics. The course will emphasize analyzing evidence, collecting evidence, and preparing documentation. 68 hours lecture and 12 hours laboratory.

ADJ-T2A - Radar Operations  
Prerequisite: None.
Limitation on Enrollment: Must be a sworn peace officer.
This course is designed to train law enforcement personnel in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory.

ADJ-T3A - Driving Under the Influence (DUI)  
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course will provide the student with an historical perspective of laws covering persons driving under the influence of alcohol/drugs. The course will introduce the student to DUI statistics, enforcement techniques, handling DUI related traffic collisions and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. 12 hours lecture and 4 hours laboratory.
ADJ-T4A - Certified Instructor Training 1.5 units
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to prepare the student to become a Certified Instructor for law enforcement courses. The student is exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 32 hours lecture and 8 hours laboratory.

ADJ-T5A - Techniques of Accident Investigation Training 1.5 units
Prerequisite: ADJ-B1B or CID.
This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination and vehicle damage assessment. 32 hours lecture and 8 hours laboratory.

ADJ-T6A - Racial Profiling 1 unit
Prerequisite: None.
This course will examine controversies about racial profiling and presents the conceptual definition of racial profiling. Students will have the opportunity to apply the law to situations that may or may not involve racial profiling. They will examine events that have adversely affected the relationship between law enforcement and minority communities in the past. The importance of understanding these events to improve the relationships between law enforcement and the community today will be stressed. 21 hours lecture and 3 hours laboratory.

ADJ-T7A - Drug Recognition Evaluator Training 3 units
Prerequisite: ADJ-B1B or CID.
This course provides the student with skills necessary to identify physiological symptoms of individuals under the influence of narcotics. Focus is placed on drug evaluation procedures and testing methods. 60 hours lecture and 20 hours laboratory.

ADJ-T8A - CPR Instructor Training 1 unit
Prerequisite: ADJ-B1B or CID.
This course provides the student with the information and skills necessary to become certified by the American Heart Association as a Basic Life Support (BLS) CPR Instructor. 18 hours lecture and 6 hours laboratory.

ADJ-T9A - Radar Instructor Training 1 unit
Prerequisite: ADJ-B1B.
This course is designed to provide the student with the skills necessary to conduct radar operations instruction. The course will focus on instructor responsibilities, preparation of course outlines, preparation of lesson plans and the delivery of instruction. 20 hours lecture and 12 hours laboratory.

ADJ-T10A - Radar Enforcement Training-CHP 1.5 units
Prerequisite: ADJ-B1B or CID.
This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature and practical operation of police speed control radar. 24 hours lecture and 30 hours laboratory.

ADJ-T11A - Basic Crime Scene Investigation 3.5 units
Prerequisite: ADJ-B1B or CID.
This course is designed to present a detailed study of the scientific and investigative processes of a crime scene investigation. The course will focus on the collection, preservation, identification and packaging of crime scene evidence. Topics will include weapon crimes, informant development, interview and interrogation techniques, reporting procedures and computer information resources. 66 hours lecture and 14 hours laboratory.

ADJ-T12A - Spanish Language for Law Enforcement 1.5 units
Prerequisite: ADJ-B1B or CID.
This course is designed to provide the student with basic Spanish language words and phrases for enhanced communications during field operations. The course will focus on using the Spanish language during vehicle stops, traffic accident investigations, driving under the influence investigations, drug interdiction programs and high risk tactical events. 27 hours lecture and 13 hours laboratory.

ADJ-T13A - Communications Operator Training 4 units Phase I
Prerequisite: ADJ-B1B or CID.
This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications and elementary operation procedures for Computer Assisted Dispatch (CAD). 40 hours lecture and 120 hours laboratory.

ADJ-T13B - Initial Communication Operator Training - Phase II
Prerequisite: ADJ-T13A.
This course provides intermediate-level CHP communications operators with the basic functions of the position. The course will focus on departmental procedures for dispatchers, civil liability, dispatch scenarios, communication techniques and the development of the competent use of the Computer Assisted Dispatch (CAD) systems. 20 hours lecture and 60 hours laboratory.

ADJ-T14A - Vehicle Theft Investigation 2 units
Prerequisite: ADJ-B1B or CID.
This course is designed to provide the student with the techniques utilized in automobile theft investigations. The course will focus on VIN identification, vehicle registration, physical evidence, modus operandi, sources of information, vehicle theft law and case preparation. 36 hours lecture and 4 hours laboratory.

ADJ-T15A - CPR Refresher Course .25 unit
Prerequisite: ADJ-B1B or CID.
This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 4 hours lecture and 4 hours laboratory.

ADJ-T16A - Communications Operators In-Service 1 unit
Prerequisite: ADJ-B1B or CID.
This course provides CHP communication operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 25 hours lecture and 15 hours laboratory.

ADJ-T17A - Communications Supervisors Training .5 unit
Prerequisite: ADJ-B1B or CID.
This course provides CHP communication supervisors with updated information on the basic functions of their positions. The course
will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 15 hours lecture and 25 hours laboratory.

ADJ-T18A - Spanish Language for Public Safety Officers  1 unit
Prerequisite: None.
This course instructs students in Spanish required by peace officers. Students will learn sufficient command of the language to permit an officer to communicate with Spanish-speaking individuals. Officers must score a minimum of 70% on the written portion of the final examination. 20 hours lecture and 20 hours laboratory.

ADJ-T19A - Driving Under the Influence Enforcement  1.5 units
Prerequisite: None.
This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of detection, apprehension and processing of intoxicated drivers. The course covers the standardized field sobriety tests, implied consent and administrative pre se laws, recognition of symptoms associated with alcoholic influence and familiarization with alcohol-related offenses. 32 hours lecture and 8 hours laboratory.

ADJ-T20A - School Pupil and Farm Labor Safety Transportation  1.5 units
Prerequisite: None.
This course is designed to address legislative requirements for law enforcement personnel by providing the proper methods of maintaining an effective School Pupil and Farm Labor Transportation Safety program. The course outlines laws, policies and procedures that govern transportation of school pupils of farm workers on state streets and highways. 32 hours lecture and 8 hours laboratory.

ADJ-T21A - Advanced Officer Training  .25 unit
Prerequisite: None.
This course is designed to meet the needs of criminal justice practitioners by providing the proper methods of handling bomb situations, building entry and searches, burglary in progress calls, public property protection and domestic violence training mandates. May be repeated three times. 4 hours lecture and 4 hours laboratory.

ADJ-T22A - EVOC Training  .25 unit
Prerequisite: None.
This course provides students with defensive driving skills needed when operating a class “E” patrol vehicle in various situations. Students will become familiar with the Anti-Lock Braking System, vehicle maintenance, vehicle placement, basic skid control and special conditions/defensive driving. 2 hours lecture and 4 hours laboratory.

ADJ-T23A - Drug Recognition Expert Instructor Training  2 units
Prerequisite: None.
This course provides updated training for drug recognition expert instructors as required by the Commission on POST. 40 hours lecture.

ADJ-T25A - Bomb Search Team Training  .25 unit
Prerequisite: None.
This course provides law enforcement personnel with information needed to teach a Bomb Familiarization Training course to both uniformed and non-uniformed members of the California Highway Patrol. 4 hours lecture and 4 hours laboratory.

ADJ-T26A - Civil Disturbance Training (CHP)  .25 unit
Prerequisite: None.
This course provides California Highway Patrol personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. 3 hours lecture and 5 hours laboratory.

ADJ-T30A - Grade Crossing Collision Investigation  .5 unit
Prerequisite: None.
This course provides law enforcement personnel with information on investigating traffic collisions occurring at railroad grade crossings including train stopping distances, reasons for investigating grade crossing collisions, hazards inherent with train versus motor vehicle collisions, and methods to stop a train. 12 hours lecture and 4 hours laboratory.

ADJ-T31A - Motor Vehicle Inspections-Basic  1.5 units
Prerequisite: ADJ-B1B.
This course provides a collision investigator with basic information and skills necessary to conduct a mechanical systems inspection of a vehicle involved in a collision. The course covers how to conduct a complete motor vehicle inspection, from headlamps to exhaust system, in order to determine if any of the vehicle systems caused or contributed to the outcome of the incident. 32 hours lecture and 8 hours laboratory.

ADJ-T32A - Vehicle Lamp Analysis in Traffic Collisions  .25 unit
Prerequisite: None.
This course is designed to enhance the investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. The course will provide the student with basic principles of analyzing automotive lamps on vehicles involved in traffic collisions. 8 hours lecture.

ADJ-T33A - Human Factors in Collision Investigation  .25 unit
Prerequisite: None.
This course is designed to enhance the investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. The course will provide the student with basic principles of analyzing automotive lamps on vehicles involved in traffic collisions. 8 hours lecture.

ADJ-T34A - Principles of Investigating Low-speed Impacts  1.5 units
Prerequisite: ADJ-B1B.
This course is designed to enhance investigation skills. Students will be provided with information necessary for analyzing characteristics of low-speed impact from the initial collision through the litigation process. 32 hours lecture and 8 hours laboratory.

ADJ-T35A - Speed Determination from Crush Analysis  2 units
Prerequisite: ADJ-T1C.
This course is designed to assist experienced traffic investigators with analyzing crush deformation and the procedures for measuring vehicles involved in collisions for profile, crush deformation and principle direction of force (PDOF). 36 hours lecture and 4 hours laboratory.
ADJ-T36A - Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles 1 unit

Prerequisite: ADJ-B1B.
This course emphasizes proper documentation and analysis of physical evidence related to bicycle/pedestrian collisions. 24 hours lecture.

ADJ-T37A - Computer Automated Collision Reporting 2 units

Prerequisite: None.
This course instructs students on the use of computer programs to assist them with collision investigations. This course involves basic computer skills, along with skills specifically relating to report compilation and diagramming software. 40 hours lecture.

ADJ-T40A - CAD TEAM Training 2 units

Prerequisite: None.
This course provides students with knowledge in updating static file information in the CAD system, reporting equipment problems, providing local training to users, acting as site contacts for vendors and headquarters personnel, and disseminating CAD system related information. 40 hours lecture.

ADJ-T41A - Protective Services Detail .5 unit

Prerequisite: None.
This course provides law enforcement personnel with knowledge and procedures necessary to conduct a public official motorcade to assure the safe movements of federal, state and local officials. 16 hours lecture and 8 hours laboratory.

ADJ-T42A - Safety Services Program Update .25 unit

Prerequisite: None.
This course provides members of the California Highway Patrol with updates on departmental jurisdictional policies, field operations, MOU completion and reimbursable service agreements. 8 hours lecture.

ADJ-T44A – Workplace Violence Prevention 1 unit

Prerequisite: None.
This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and non-uniformed CHP personnel in identifying and preventing violence in the workplace. 24 hours lecture.

ADJ-T45A – Drug Recognition Evaluator Recertification .25 unit

Prerequisite: None.
This course provides the Drug Recognition Evaluator (DRE) with updated drug trends, case law and policies related to the field of drug recognition and evaluation. 4 hours lecture and 4 hours laboratory.

ADJ-T46A – Equal Employment Opportunity (EEO) Counselor/Investigator Recertification .25 unit

Prerequisite: None.
This course provides annual refresher training for incumbent CHP EEO counselors and investigators covering updates on program trends, case law and other relevant information to maintain appropriate skills and knowledge necessary to provide effective EEO counseling and investigations. 6 hours lecture and 2 hours laboratory.

ADJ-T47A - Enhanced Officer Safety Training (POST) .25 unit

Prerequisite: Basic POST certificate or equivalent.
This course is designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student’s ability to use personal as well as departmental weapons. 2 hours lecture and 6 hours laboratory.

ADJ-T48A – Intoxilyzer Model 5000 Certification .25 unit

Prerequisite: None.
This course provides student with knowledge and background necessary to operate Intoxilyzer Model 5000. 4 hours lecture and 4 hours laboratory.

ADJ-T50A – CPR Instructor Refresher .5 unit

Prerequisite: None.
Limitation on enrollment: Student must be a certified Departmental CPR Instructor.
This course provides the student with an update of the most current CPR instruction guidelines and communicable disease information. 14 hours lecture.

ADJ-T51A – Automated External Defibrillator (AED) Training .25 unit

Prerequisite: ADJ-B1B, B1C or C1D.
This course provides the student with the training and background needed to operate the CHP Automated External Defibrillator. 2 hours lecture and 2 hours laboratory.

ADJ-T53A– Preliminary Alcohol Screening (PAS) Device Coordinator .25 unit

Prerequisite: None.
The course provides students with information necessary to maintain and calibrate California Highway Patrol (CHP) departmental PAS devices and perform duties of an area PAS coordinator. 6 hours lecture and 2 hours laboratory.

ADJ-T54A – Aviation Safety Seminar .5 unit

Prerequisite: None.
This course provides students with information on current safety practices and information on accident trends to provide a basis for prevention techniques. This course provides law enforcement personnel involved in flight operations with updated information on the tasks facing airborne law enforcement operations including crew resource management, accident causations and defensive flying. 16 hours lecture.

ADJ-T61A – Communications Training Specialist 1 unit

Prerequisite: None.
This course provides instruction on how to become communications training instructors. Students are exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 10 hours lecture and 30 hours laboratory.

ADJ-T64A – Motorcoach/Bus Inspection 1 unit

Prerequisite: None.
This course provides students with knowledge and background necessary to inspect motorcoaches and/or busses, utilizing guidelines established by the Commercial Vehicle Safety Alliance (CVSA). Successful completion of this training course will allow students to conduct inspections and certify vehicles that meet all critical inspection standards. 24 hours lecture and 8 hours laboratory.
ADJ-T65A – National Highway Traffic Safety
1 unit
Administration (NHTSA) Standardized Child Safety Training
Prerequisite: None.
This course provides students with background and instruction necessary to properly install and evaluate safety aspects of a federally approved child safety seat. Upon completion, students will be certified by NHTSA to instruct on proper utilization of child restraint seats. 22 hours lecture and 18 hours laboratory.

ADJ-T70A – CHP-Explorer Academy Level III
3 units
Prerequisite: None.
This course is third in a series of four designed to provide California Highway Patrol (CHP) explorer cadets with an introduction of a California Highway Patrol Officer’s responsibilities. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. 48 hours lecture and 32 hours laboratory.

ADJ-T72A – Radioactive Materials Response
0.5 unit
and Enforcement Training
Prerequisite: None.
This course provides students with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. 12 hours lecture and 4 hours laboratory.

ADJ-T73A – General Hazardous Materials
2 units
Inspection and Compliance Training Course
Prerequisite: None.
This course provides students with instruction and procedures for inspecting hazardous materials shipments in accordance with hazardous materials regulations. Topics covered will include initiating hazardous material inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. 36 hours lecture and 4 hours laboratory.

ADJ-T74A – Bulk Packaging Inspection
2 units
Training Course
Prerequisite: None.
The course provides students with required instruction on hazardous materials regulations to inspect bulk packaging shipments that contain hazardous materials. 40 hours lecture.

ADJ-T75A – Specially Marked Patrol Vehicle (SMPV)
1 unit
Commercial Enforcement Training Class
Prerequisite: None.
This course provides students with knowledge and background necessary for Specialty Marked Patrol Vehicle (SMPV) commercial vehicle violation enforcement in accordance with California Highway Patrol (CHP) policy. 24 hours lecture.

ADJ-W1A – Booby Traps and Explosives
0.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides instruction in recognition of potentially fatal packages or explosive devices. The student will learn the proper procedure for handling various situations which may utilize the law enforcement bomb team. 6 hours lecture and 2 hours laboratory.

ADJ-W2A – Defensive Tactics Instructors Course
1 unit
Prerequisite: ADJ-B1B or ADJ-C1D.
This course is the POST certification for law enforcement defensive tactics instructors. The course will focus on the instructional techniques of control holds, take downs, handcuffing, weapon retention and disarming, side handle baton, collapsible baton and the straight baton. 8 hours lecture and 72 hours laboratory.

ADJ-W3A – Domestic Terrorism, Threats
0.25 unit
and Sabotage
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course provides an overview of major terrorist groups operating in Southern California. The student will learn what recent events that have taken place surrounding the activities of terrorist groups and trends. Some of the more specific topics will cover the identification of types and uses of explosives employed by terrorist organizations. Issues covering the law enforcement response will also be presented. 8 hours lecture.

ADJ-W4A – Psychological Aspects of the
0.25 unit
Use of Force
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course instructs law enforcement personnel in the appropriate application of the use of force during building searches and high risk vehicle stops. Students are exposed to scenarios where they must make decisions on the proper and appropriate levels of force. This course will employ the use of real police equipment and role players. 2 hours lecture and 6 hours laboratory.

ADJ-W7A – Rangemaster Course
0.5 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. 15 hours lecture and 25 hours laboratory.

ADJ-W8A – ASP Baton Course
0.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course will provide the student with the fundamental techniques for use of the ASP/Collapsible Baton. Additionally, the student will learn the levels of force reasonable for the employment of the ASP/Collapsible Baton and the civil ramifications for using the weapon in a use of force situation. 1 hour lecture and 5 hours laboratory.

ADJ-W9A – PR-24 Baton
0.25 unit
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course will provide the student with the fundamental techniques for using both collapsible PR-24 baton and the standard PR-24 baton. Additionally, the student will learn the levels of force reasonable for the employment of a PR-24 and the civil ramifications for using a PR-24 in a use of force situation. 2 hours lecture and 6 hours laboratory.
ADJ-W10A - Firearms
Prerequisite: None.
This course is designed to provide the student with firearms safety factors and precautions, firearms shooting principles including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ-R1B (PC 832 Arrest and firearms). 8 hours lecture and 16 hours laboratory.

ADJ-W11A - Criminal Law and Firearms
Prerequisite: None.
This course is designed to provide non-peace officers with an overview of the California criminal law system including statutes pertaining to weapon violations and principles of the use of force. This course also provides instruction in firearms safety and precautions, firearms care and cleaning, firearms shooting principles, including range firing of both handguns and shotguns. 12 hours lecture and 24 hours laboratory.

ADJ-W12A - Non-Lethal Chemical Agent Class
Prerequisite: None.
Limitation on enrollment: Must be a sworn peace officer.
This course is designed to meet the needs of criminal justice system practitioners by providing an overview of the development and use of non-lethal chemical agents. It deals with the historical development of chemical agents from inception through use in contemporary society. The course addresses public attitudes regarding chemical agents. Also, appropriate first aid treatment techniques are discussed. 5 hours lecture and 3 hours laboratory.

ADJ-W13A - Defensive Tactics Update
Prerequisite: ADJ-B1B or CID.
This course is designed to provide the student with an update of defensive tactics techniques. The course will focus on control holds, take downs, handcuffing, weapon retention and disarming, side handle baton, collapsible baton and the straight baton. 24 hours laboratory.

ADJ-W14A - Take Down and Ground Control
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course is designed to provide the student with the skills necessary to achieve physical control of an uncooperative individual with the minimal amount of physical force. The course will emphasize the five basic components in defense and control. 4 hours lecture and 12 hours laboratory.

ADJ-W16A - Patrol Shotgun Update
Prerequisite: ADJ-B1B with a current Department of Justice Firearms clearance letter. Persons who are currently employed by law enforcement agencies meet the prerequisite.
This course will provide updated training for safe and effective use of the shotgun by law enforcement officers. The course covers safety considerations, care, maintenance and training for use in tactical situations. 3 hours lecture and 5 hours laboratory.

ADJ-W18A - Tactical Handgun
Prerequisite: ADJ-B1B with a current Department of Justice Firearms clearance letter. Persons who are currently employed by law enforcement agencies meet the prerequisite.
This is an intensive course that will provide the student with necessary skills for utilizing a handgun during tactical operations. Students will learn proper methods for employing platforms, movement, reloading and clearing malfunctions. 8 hours lecture and 16 hours laboratory.

ADJ-W20A - Less-lethal Training
Prerequisite: None.
Limitation on enrollment: Must be currently employed by a law enforcement agency and have POST or STC certification.
This course will familiarize the student with various types of uses for less-lethal munitions. Emphasis will be placed on general firearms safety measures, equipment safety, legal aspects, use and deployment of less-lethal munitions against noncompliant individuals. 10 hours lecture and 6 hours laboratory.

ADJ-Y1A - Explorer Academy - Basic
Prerequisite: None.
This course is designed to provide the police explorer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. May be taken a total of four times. 32 hours lecture and 66 hours laboratory.

ADJ-Y1B - Explorer Academy-Advanced
Prerequisite: ADJ-Y1A.
This course is designed to provide the police explorer scout with an overview of advanced issues related to the pursuits of law enforcement personnel. The course will focus on physical fitness, advanced report writing, leadership, bicycle patrol, controlled substance abuse, defensive tactics and laws of search and seizure. May be taken a total of four times. 24 hours lecture and 75 hours laboratory.

ADJ-Y5A – Public Safety High School Internship
Academy-Part 1
Prerequisite: None.
Limitation on enrollment: Consent of high school counselor as required by education code.
This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of; and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the first course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 49 hours lecture and 12 hours laboratory.

ADJ-Y5B – Public Safety High School Internship
Academy-Part 2
Prerequisite: None.
Limitation on enrollment: ADJ-Y5A and consent of high school counselor as required by education code.
This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of; and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the second course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 60 hours lecture and 33 hours laboratory.
AIR CONDITIONING AND REFRIGERATION

AIR-50A - Air Conditioning and Refrigeration  5 units
Prerequisite: None.
Fundamentals in basic refrigeration. Nomenclature and terminology used in industry in relation to basic refrigeration systems. Physics, chemistry, and engineering of refrigeration systems; systems components and their interactions. 90 hours lecture.

AIR-50B - Advanced Refrigeration  5 units
Prerequisite: AIR-50A.
Consists primarily of troubleshooting, diagnosis and repair of domestic refrigeration equipment to include refrigerators, freezers, window air conditioners. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51A - Environmental Control  5 units
Prerequisite: AIR-50B.
Consists of air conditioning design and applications. Covers electronic air cleaners, humidifiers, dehumidifiers, mechanical media air filtration, air conditioning design and load calculations. Also includes preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-51B - Industrial Commercial Refrigeration  5 units
Prerequisite: AIR-50B.
Consists of design and application of commercial and industrial refrigeration systems. Covers pneumatic control systems, hydraulic systems, electronic systems that are currently in use in industry today. Also includes special applications covering expendable refrigerant, absorption, thermal electric, cascade and low temperature exotic systems. Designs and applications of all these systems include preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

AIR-53 - Basic Electricity for Air Conditioning and Refrigeration  4 units
Prerequisite: None.
Introduces basic electrical theory, beginning circuit design, and electrical parts identification on air conditioning and refrigeration equipment. Includes hands-on preventative maintenance, and minor repair on electrical circuits. 54 hours lecture and 54 hours laboratory.

AIR-60 - Electrical and Mechanical Diagnostic Lab Procedures  1 unit
Prerequisite: AIR-50A.
The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

AIR-200 – Air Conditioning and Refrigeration  1-2-3-4 units
Work Experience
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AMERICAN SIGN LANGUAGE

AML-1 - American Sign Language 1  4 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

AML-2 - American Sign Language 2  4 units
UC, CSU
Prerequisite: AML-1.
Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students’ complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory.

AML-3 - American Sign Language 3  4 units
UC, CSU
Prerequisite: AML-2.
Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard American Sign Language at the intermediate level. This course includes an expanded discussion of Deaf culture issues and daily life. 72 hours lecture and 18 hours laboratory.

AML-4 - American Sign Language 4  4 units
UC, CSU
Prerequisite: AML-3.
Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of Deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives of varying length at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory.
AML-5 - Sign Language for Interpreters 4 units
CSU
Prerequisite: AML-4.
This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Preparation Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL-4 level. Special attention is given to the linguistics of American Sign Language and a review of other sign systems and manual communications, such as SEE, Contact Language, Signed English, etc., for comparison purposes, and their place within the Deaf community. 72 hours lecture and 18 hours laboratory.

AML-10 - Introduction to Sign Language 3 units
Interpreting
CSU
Prerequisite: None.
This course is an introduction to ASL/English interpretation between Deaf and hearing people. The focus is on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.

AML-11 - Interpreting I 4.5 units
CSU
Prerequisite: AML-5 and 10.
Course designed to develop skills necessary for ASL interpretation. Emphasis on expressive (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation.

AML-12 - Interpreting II 4.5 units
CSU
Prerequisite: AML-11.
Course designed to develop skills necessary for ASL interpretation. Emphasis on receptive (ASL-to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation.

AML-13 - Interpreting III 4.5 units
CSU
Prerequisite: AML-12.
Students will be introduced to simultaneous interpreting and provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. 72 hours lecture and 27 hours laboratory observation.

AML-14 - Interpreting IV/Practicum 2 units
CSU
Prerequisite: AML-13.
Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 hours laboratory.

AML-20 - Ethical and Professional Standards of Interpreting 3 units
CSU
Prerequisite: None.
This course concentrates on the professional Code of Ethics pertaining to the professional standards of behavior and ethical conduct of professional ASL/English interpreters. This is a lecture course that explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the professional conduct governing this profession, on a macro, as well as micro, level. 54 hours of lecture.

AML-21 - Fingerspelling 3 units
CSU
Prerequisite: None.
Advisory: AML-1.
This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language (ASL) discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs and acronyms within ASL. 54 hours lecture.

AML-22 – American Deaf Culture 3 units
(Same as SOC-22)
CSU
Prerequisite: None.
An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

AML-23 - Specialized Interpreting 3 units
CSU
Prerequisite: AML-12.
Advisory: AML-13 or AML-14 or concurrent enrollment.
An introduction to the Sign and English vocabularies associated with specialized areas of interpreting services such as medical, legal and educational, mental health, religious, performing arts and Deaf-blind, as well as the accompanying circumstances facing interpreters in these situations. 54 hours lecture.

AML-200 – American Sign Language 1-2-3-4 units
Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ANATOMY AND PHYSIOLOGY

AMY-2A - Anatomy and Physiology, I 4 units
UC, CSU (AMY 2A + 2B = CAN BIOL SEQB)
Prerequisite: None.
First of two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.
AMY-2B - Anatomy and Physiology, II 4 units
UC, CSU (AMY 2A + 2B = CAN BIOL SEQB)
Prerequisite: AMY-2A.
Second of a two course sequence in anatomy & physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive. 36 hours lecture and 108 hours laboratory.

AMY-10 - Survey of Human Anatomy and Physiology 3 units
CSU
Prerequisite: None.
An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

ANTHROPOLOGY

ANT-1 - Physical Anthropology 3 units
UC, CSU (CAN ANTH 2)
Prerequisite: None.
An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. 54 hours lecture.

ANT-2 - Cultural Anthropology 3 units
UC, CSU (CAN ANTH 4)
Prerequisite: None.
An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

ANT-3 - Prehistoric Cultures 3 units
UC, CSU
Prerequisite: None.
The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

ANT-4 - Native American Cultures 3 units
UC, CSU
Prerequisite: None.
A survey of Native American cultures of the pre-Columbian period and their persistence into the modern world, incorporating evidence from archaeology, oral history and other sources, with an emphasis on the growth of cultures, social and religious institutions and daily life. 54 hours lecture.

ANT-5 - Cultures of Ancient Mexico 3 units
UC, CSU
Prerequisite: None.
The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

ANT-6 - Introduction to Archaeology 3 units
UC, CSU (CAN ANTH 6)
Prerequisite: None.
An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

ANT-7 – Anthropology of Religion 3 units
Prerequisite: None.
Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

ANT-10 – Forensic Anthropology 3 units
CSU
Prerequisite: None.
The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

ANT-21 – Peoples of Sub-Saharan Africa 3 units
UC, CSU
Prerequisite: None.
Survey of indigenous cultures of sub-Saharan Africa, and their contributions to and situation in the modern world. Focus on adaptations, society, belief systems, culture change, and the effects of European colonization on current culture and politics in Africa. 54 hours lecture.

ARABIC

ARA-1 - Arabic 1 5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-2 - Arabic 2 5 units
UC, CSU
Prerequisite: ARA-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory.
ARA-3 – Arabic 3  
UC, CSU  
Prerequisite: ARA-2.  
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Modern Standard Arabic and classical Arabic at the intermediate level. This course includes an expanded discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory.

ARA-11 - Culture and Civilization  
3 units  
UC, CSU  
Prerequisite: None.  
Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

ARCHITECTURE

ARE-24 - Architectural Drafting  
3 units  
CSU  
Prerequisite: ENE-21.  
A beginning course which provides an introduction to architectural drafting techniques with emphasis on line quality, lettering, dimensioning, scaling, notes, materials symbols and drawing format. Drafting and a set of plans to include plot plan, foundation plan, floor plan, sections, exterior and interior elevations and structural details. Construction and sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory.

ARE-25 - Advanced Architectural Drafting  
3 units  
CSU  
Prerequisite: ARE-24.  
This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code and practice from site selection to completion. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.

ARE-26 - Architectural Rendering  
3 units  
CSU  
Prerequisite: None.  
This course provides study of pictorial drawing techniques necessary to produce architectural presentations. Finished renderings will include work in felt pen, pen and ink, various pencils, pastels, watercolor and other media variations. A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory.

ARE-28 – Perspective Drawing  
3 units  
CSU  
Prerequisite: None.  
This course is designed to provide graphic communication skills used in Architecture and Architecture-related fields of Environmental Design, Landscape Design/Architecture, Interior Design and Community Planning. Purpose of the course is to provide students with a knowledge, understanding and ability to apply the keys to creating communication of three-dimensional form and space on the two-dimensional surface. The course will emphasize the use of shade and shadow as well as perspective drawing techniques to produce desired graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-35 – History of Architecture-Beginnings of Architecture through Gothic Architecture  
3 units  
UC, CSU  
Prerequisite: None.  
An examination of Western architecture form and design from antiquity through the Gothic period. Architectural monuments of the Western world will be analyzed and interpreted in terms of religious, social, and political context. Particular emphasis is given to process and sources of design, types and purposes of buildings as well as architecture and art in the built environment by considering the source and meaning of beauty. 54 hours lecture.

ARE-36 - History of Architecture – Renaissance to Modern  
3 units  
UC, CSU  
Prerequisite: None.  
A survey of the major movements in the form, theory and design of Western architecture and art from the Renaissance through the 20th century will be studied analyzed and interpreted in terms of religious social and political context. Particular emphasis will be placed on a comparative study of architectural monuments and architects, the sources of design, meaning of beauty, and conditions that influence the Western architectural traditions. 54 hours lecture.

ARE-37 – Architectural Design I  
3 units  
CSU  
Prerequisite: None.  
This course is an introduction into the use of determining factors, which revolve around the design of mankind’s physical and visual environment. Emphasis is placed on two- and three-dimensional representation dealing with design composition, spatial relationships and the use of various media for graphic communication. 27 hours lecture and 90 hours laboratory.

ARE-96 - Computer-Aided/Drafting Lab Practicum (Same as ENE-96)  
.5 unit  
Prerequisite: None.  
Corequisite: Concurrent enrollment in ARE-24, 25 or 26.  
Additional CAD and Drafting Lab access (beyond the hours required for the above corequisite courses) for students who feel they will benefit from further instruction. May be taken a total of four times. 27 hours laboratory required for credit. May be repeated five times.  
(Non-degree credit course. CR-NC only.)

ARE-200 – Architecture Work Experience  
1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval 3 units
UC, CSU (CAN ART-2) ART 1 + 2= (CAN ART SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture.

ART-2 - History of Western Art: Renaissance through Contemporary 3 units
UC, CSU (CAN ART-4) ART 1 + 2= (CAN ART SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. 54 hours lecture.

ART-3 - Art for Teachers 3 units
CSU
Prerequisite: None.
Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory.

ART-5 - History of Non-Western Art 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A and college level reading recommended.
An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceana, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture.

ART-6 - Art Appreciation 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
An introductory course for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture.

ART-6H - Honors Art Appreciation 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on enrollment: Enrollment in the honors program.
An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers
ART-15 - Beginning Ceramics  
3 units  
UC*, CSU (CAN ART-6)  
Prerequisite: None.  
An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-15A - Beginning Ceramics, Part 1  
1.5 units  
UC*, CSU  
Prerequisite: ART-15A.  
An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Beginning Ceramics 15A is equivalent to the first half of ART-15. 18 hours lecture and 36 hours laboratory.

ART-15B - Beginning Ceramics, Part 2  
1.5 units  
UC*, CSU  
Prerequisite: ART-15A.  
An introduction to ceramic art and pottery making. Handbuilt slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. Beginning Ceramics 15B is equivalent to the second half of ART-15. 18 hours lecture and 36 hours laboratory.

ART-16 - Intermediate Ceramics  
3 units  
UC, CSU  
Prerequisite: ART-15.  
An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-17 - Beginning Drawing  
3 units  
UC, CSU (CAN ART-8)  
Prerequisite: None.  
An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-18 - Intermediate Drawing  
3 units  
UC, CSU  
Prerequisite: ART-17 (or 4A) or 22.  
Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-20 - Beginning Sculpture  
3 units  
UC, CSU (CAN ART-12)  
Prerequisite: None.  
An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-21 - Intermediate Sculpture  
3 units  
UC, CSU  
Prerequisite: ART-20.  
An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-22 - Basic Design  
3 units  
UC, CSU (CAN ART 14)  
Prerequisite: None.  
An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-23 - Design and Color  
3 units  
UC, CSU  
Prerequisite: ART-22 or 17.  
A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. Total of 36 hours lecture and 72 hours laboratory.

ART-24 - Three Dimensional Design  
3 units  
UC, CSU (CAN ART-16)  
Prerequisite: None.  
An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-25 - Watercolor Painting  
3 units  
UC, CSU  
Prerequisite: ART-17 (or 4A) or 22.  
Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-26 - Beginning Painting  
3 units  
UC, CSU (CAN ART-10)  
Prerequisite: ART-17 (or 4A) or 22.  
An introduction to the fundamentals of painting (oil or acrylic); various techniques and the application of color theory. An exploration of the media, the development of visual perception and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.
ART-27 - Intermediate Painting  
UC, CSU  
Prerequisite: ART-26 or 23.  
Continued study of painting (oil or acrylic); various techniques and the application of color theory. Development of visual perception, and compositional and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-28 - Studio Painting  
UC, CSU  
Prerequisite: ART-26 (4B) or ART-27 (5B).  
Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-30 - Printmaking  
UC, CSU (CAN ART-20)  
Prerequisite: None.  
Advisory: ART-22 and 17 (or 4A) are highly recommended.  
Introduction to the design and creation of original prints using a variety of printmaking techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-34 - Studio Three Dimensional Design  
UC, CSU  
Prerequisite: ART-24.  
Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-35 - Illustration  
UC, CSU  
Prerequisite: None.  
Advisory: ART-17 (or 4A), 22 or 39.  
Introduction to the fundamental concepts and imagery used for advertising and graphic illustration. Exploration of visual communication and commercial art techniques in graphic media, such as ink, airbrush, gouache and markers. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-36 - Computer Art  
UC, CSU  
Prerequisite: None.  
Advisory: ART-22, 17 (or 4A) and computer experience recommended.  
Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. May be taken a total of two times. 36 hours lecture and 72 hours laboratory.

ART-38 - Studio Illustration  
UC, CSU  
Prerequisite: ART-35.  
Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-39 - Design and Graphics  
UC, CSU  
Prerequisite: None.  
Advisory: ART-35, 22, or 17 (or 4A) recommended.  
Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory.

ART-40 - Figure Drawing  
UC, CSU (CAN ART-24)  
Prerequisite: ART-17 (or 4A) or 22.  
Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-41 - Figure Painting  
UC, CSU  
Prerequisite: ART-17 (or 4A), 26 (or 4B), or 40.  
Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. May be taken four times. 36 hours lecture and 72 hours laboratory.

ART-42 - Studio Figure Drawing  
UC, CSU  
Prerequisite: ART-40.  
Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-43 - Studio Figure Painting  
UC, CSU  
Prerequisite: ART-41.  
Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
ART-44 - Animation  
3 units  
CSU  
Prerequisite: ART-17 (4A).  
Advisory: Strongly recommended: ART-22 and ART-40  
Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, background painting, character design, and theme development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory.

ART-45 - Studio Watercolor Painting  
3 units  
UC, CSU  
Prerequisite: ART-25.  
Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-46 - Studio Sculpture  
3 units  
UC, CSU  
Prerequisite: ART-21.  
Continued studio work in sculpture with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-47 - Studio Ceramics  
3 units  
UC, CSU  
Prerequisite: ART-16.  
Continued studio work in ceramics with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-48 - Studio Drawing  
3 units  
UC, CSU  
Prerequisite: ART-17 (4A) or 18 (5A).  
Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-49 - Studio Printmaking  
3 units  
CSU  
Prerequisite: Art-30  
Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-44 - Animation  
3 units  
CSU  
Prerequisite: ART-17 (4A).  
Advisory: Strongly recommended: ART-22 and ART-40  
Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, background painting, character design, and theme development will be introduced. Students pay for their own materials. May be taken a total of three times. 36 hours lecture and 72 hours laboratory.

ART-45 - Studio Watercolor Painting  
3 units  
UC, CSU  
Prerequisite: ART-25.  
Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-46 - Studio Sculpture  
3 units  
UC, CSU  
Prerequisite: ART-21.  
Continued studio work in sculpture with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-47 - Studio Ceramics  
3 units  
UC, CSU  
Prerequisite: ART-16.  
Continued studio work in ceramics with emphasis on individual problems for the self-motivated student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-48 - Studio Drawing  
3 units  
UC, CSU  
Prerequisite: ART-17 (4A) or 18 (5A).  
Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in the art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.

ART-49 - Studio Printmaking  
3 units  
CSU  
Prerequisite: Art-30  
Continued studio work in printmaking with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. Subsequent enrollment will provide an opportunity for development and refinement in this art form. Students are expected to pay for their own materials. May be taken a total of four times. 36 hours lecture and 72 hours laboratory.
Astronomy
AST-1A - Introduction to Astronomy 3 units
UC, CSU
Prerequisite: None.
Recommended: High school algebra and geometry.
A descriptive survey of the universe: the earth, planets, moons, meteors, sun, stars, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. 54 hours lecture.

AST-1B - Introduction to the Stars 3 units
UC, CSU
Prerequisite: AST-1A.
A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. 54 hours lecture.

Automotive Body Technology
AUB-1 - Survey of Automotive Body Technology 4 units
CSU
Prerequisite: None.
A survey course designed to provide a general introduction, review, and orientation to the automotive repair industry, including safety procedures, tools, maintenance, supplies, and repair of damaged automotive vehicles. 36 hours lecture and 108 hours laboratory.

AUB-50 - Introduction to Automotive Body Technology 4 units
Prerequisite: None.
Designed for students planning on employment in this field, introduction to the principles of automotive body repair and painting. To provide knowledge of safety, tools and materials necessary for repair, aligning, removing and repairing body parts. 36 hours lecture and 108 hours laboratory.

AUB-51 - Intermediate Automotive Body Technology 4 units
Prerequisite: None.
Corequisite: AUB-50 or 52.
This course is designed to assist the student in further developing basic skills and to provide the opportunity for additional laboratory work. Introduction to specialized tools, materials and processes, including writing and estimating jobs. 36 hours lecture and 108 hours laboratory.

AUB-52 - Automotive Body Refinishing 4 units
Prerequisite: None.
Theory and practice in the art of automotive refinishing with emphasis on paint preparation, spot painting, complete finishing, and special problems. 36 hours lecture and 108 hours laboratory.

AUB-53 - Automotive Body Special Projects 4 units
Prerequisite: None.
Corequisite: Concurrent or previous enrollment in an automotive body class.
A special projects class for students who need in-depth experiences in a particular discipline. No more than 8 units may be earned toward graduation through special projects activities. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

AUB-54 - Advanced Automotive Body and Frame 4 units
Prerequisite: None.
Corequisite: AUB-50 or 52.
Theory and practice for the advanced student with emphasis on repairing major damage, frames, and shop management. 36 hours lecture and 108 hours laboratory.

AUB-59 - Auto Body Service and Repair 2 units
Prerequisite: None.
Corequisite: Concurrent or previous enrollment in an automotive body class.
Principles of service and repair procedures relating to an automotive body maintenance program with emphasis being placed upon laboratory experience. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

AUB-60 - Automotive Trim and Upholstery, I 4 units
Prerequisite: None.
This course is designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course to include adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory.

AUB-61 - Automotive Trim and Upholstery, II 4 units
Prerequisite: AUB-60.
This course is designed to supplement the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory.

AUB-70 - Automotive Cooperative Training Entry 7 units
Prerequisite: None.
Limitation on enrollment: Successful application to the ABCT program and sponsorship by an automotive body repair shop.
Designed as the first course in a series to prepare the student for employment as an auto body technician. Instruction in this course and others of the series is based on Inter Industry Conference on Automotive Collision Repair training curriculum. Students will learn safety procedures, tools, metal straightening and shrinking, parts replacement and alignment, body filler uses and the application of trim and hardware. 72 hours lecture and 162 hours laboratory.

AUB-71 - Automotive Cooperative Training 7 units
Intermediate
Prerequisite: AUB-70.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This course presents the fundamentals and skills necessary to replace parts through cutting, MIG welding, plastic welding and adhesive bonding. Sheet metal, plastic and glass parts are included. Special emphasis will be placed on the removal, alignment, structural integrity and corrosion protection of replacement parts. 72 hours lecture and 162 hours laboratory.
AUB-72 - Automotive Cooperative Training 4 units
Refinishing
Prerequisite: AUB-71.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This course presents the ADVANCE-TECH theories and practices of automotive refinishing. Emphasis is placed on paint preparation, tinting, application, blending, defects, safety and environmental practices. 36 hours lecture and 108 hours laboratory.

AUB-73 - Automotive Cooperative Training 7 units
Advanced
Prerequisite: AUB-72.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This advanced course presents the fundamentals and skills necessary for collision estimating and repair of heavily damaged vehicles. Special emphasis is placed on measuring, gauging and structural integrity of the vehicle. Frame straightening and body pulling is included. 72 hours lecture and 162 hours laboratory.

AUB-74 - Automotive Cooperative Training 7 units
Mechanical
Prerequisite: AUB-73.
Limitation on enrollment: Sponsorship by an automotive body repair shop.
This course presents the fundamentals and practices of repairing collision damaged automotive mechanical and electrical systems. Instruction covers steering, suspension, electrical, cooling, brake, restraint, fuel and exhaust systems. 72 hours lecture ad 162 hours laboratory.

AUB-200 – Automotive Body Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

AUT-30 - Ford Minor Services and Shop Practices 2 units
Prerequisite: None.
An introduction to auto shop safety, auto shop practices, automotive dealership operation and minor service of Ford, Lincoln/Mercury and Mazda vehicles, including wind noise and water leaks. Also includes an overview of the various career ladders and divisions of Ford Motor Company and dealership operations. The course prepares students for entry-level employment at Ford, Lincoln/Mercury and Mazda automotive dealerships. 27 hours lecture and 27 hours laboratory.

AUT-40 - Ford Electrical Systems-MLR 4 units
(Maintenance and Light Repair)
Prerequisite: None.
This course presents the fundamentals of Ford electrical and electronic systems operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. This course also examines the operation of Ford’s automotive computer controls systems. The correct use of Ford’s specific scanners are also covered along with electrical and computer system simulators and circuit breadboards. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. May be taken a total of 2 times. 54 hours lecture and 54 hours laboratory.

AUT-41 - Ford Advanced Electronics MLR 3.5 units
Prerequisite: AUT-40.
This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford’s advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury vehicles and to enable the students to diagnose and repair today’s computer laden vehicles. May be taken a total of two times. 45 hours lecture and 54 hours laboratory.

AUT-42 - Ford Heating and Air Conditioning MLR 4 units
Prerequisite: AUT-40.
This course presents Ford climate control system operation and repair, both base and electronic controls systems. Compressor service and refrigerant recovery and recycling are included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. May be taken a total of two times.
54 hours lecture and 54 hours laboratory.

AUT-43 - Ford Automotive Brakes MLR 3.5 units
Prerequisite: AUT-40.
This course presents the principles of Ford brake system (hydraulic and electronic, with and without antilock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Ford’s test methods and equipment. May be taken a total of two times.
45 hours lecture and 54 hours laboratory.

AUT-44 - Ford Alignment, Steering and Suspension MLR 4 units
Prerequisite: AUT-40.
This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. May be taken a total of two times.
54 hours lecture and 54 hours laboratory.

AUT-45 – Ford MLR Automotive Chassis Systems 4 units
Prerequisite: AUT-40.
This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. May be taken a total of 2 times.
54 hours lecture and 54 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| AUT-50     | Automotive Principles                                  | 4     | CSU  
Prerequisite: None.  
General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis being placed upon component identification, basic functions, minor maintenance and service. 72 hours lecture. |
| AUT-51A    | Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End) | 4     | Prerequisite: AUT-50.  
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of upper end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory. |
| AUT-51B    | Internal Combustion Engines Rebuilding, Gas and Diesel (Lower End) | 4     | Prerequisite: AUT-50.  
Theory and principles of operation with emphasis on engine mechanical diagnosis, engine disassembly, rebuilding, reassembly and related service of lower end engine components for both gas and diesel engines. 45 hours lecture and 81 hours laboratory. |
| AUT-52A    | Automotive Tune-up and Electrical Systems              | 4     | Prerequisite: AUT-50.  
Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition, and electrical systems. 45 hours lecture and 81 hours laboratory. |
| AUT-52B    | Automotive Tune-up and Emission Controls               | 4     | Prerequisite: AUT-50A and 54 or ASE passing tests in Automotive Electrical Systems and Engine Performance or one year full time paid professional experience in the automotive engine performance tune-up area.  
Theory and principles of automotive tune-up procedures with emphasis placed upon electronic diagnosis, exhaust gas analysis, and dynamometer operation. 45 hours lecture and 81 hours laboratory. |
| AUT-53A    | Automotive Chassis and Alignment                       | 4     | Prerequisite: AUT-50 or AUB-50.  
Theory and principles of automotive chassis components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory. |
| AUT-53B    | Automotive Brakes                                     | 4     | Prerequisite: AUT-50.  
Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. 45 hours lecture and 81 hours laboratory. |
| AUT-54     | Automotive Electrical Systems                          | 4     | Prerequisite: AUT-50 or concurrent enrollment.  
Theory and principles of automotive electrical and electronic systems. Course content will include multi-meter operation, component location, and reading wiring diagrams. Emphasis will be placed on diagnosis and repair of automotive electrical and electronic circuits. May be taken a total of 2 times. 45 hours lecture and 81 hours laboratory. |
| AUT-55A    | Automotive Automatic Transmission/Transaxles          | 4     | Prerequisite: AUT-50.  
Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and testing. 45 hours lecture and 81 hours laboratory. |
Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory. |
| AUT-56     | Automotive Computer Controls                          | 3     | Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.  
Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 36 hours lecture and 54 hours laboratory. |
| AUT-57     | Automotive Heating and Air Conditioning               | 4     | Prerequisite: AUT-50.  
Theory and principles of automotive heating and air conditioning with emphasis on component identification, trouble diagnosis, and general service. 45 hours lecture and 81 hours laboratory. |
| AUT-58     | Automotive Diesel Mechanics                           | 4     | Prerequisite: AUT-50.  
This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. 45 hours lecture and 81 hours laboratory. |
| AUT-59ABCD | Automotive Service                                    | 1     | Prerequisite: None.  
Corequisite: Concurrent enrollment in automotive technology program.  
Principles of service procedures relating to an automotive maintenance program with emphasis being placed upon a laboratory experience to include a minimum of 54 hours per semester and a maximum of 216 hours per semester. |
| AUT-61     | Introduction to Toyota Service                        | 3     | Prerequisite: None.  
Limitation on enrollment: Admission into the Program.  
Operational theory, principles and service procedures relating to an introduction to Toyota maintenance with emphasis being placed upon component identification, basic functions and service. Student will be trained in new model vehicle features and pre-delivery inspections. 36 hours lecture and 54 hours laboratory. |
| AUT-62     | Toyota Fuel Systems I                                  | 3     | Prerequisite: AUT-61.  
Theory and principles of Toyota tune-up procedures and electrical systems with emphasis placed upon basic introductory training. Methods of trouble diagnosis in charging, ignition and engine electrical systems. 36 hours lecture and 54 hours laboratory. |
AUT-63 - Toyota Electrical Systems Mastery 3 units
Prerequisite: AUT-61.
Engine electrical, chassis electrical, electronics systems and accessory diagnosis. Use of wiring diagrams, service equipment and testing instruments. Diagnosis of solid state electronics will be included. Emphasis placed upon problem diagnosis, inspection and wiring repairs. 36 hours lecture and 54 hours laboratory.

AUT-64 - Toyota Brakes and Suspension 3 units
Prerequisite: AUT-61.
Theory and principles of Toyota braking and suspension system components with emphasis placed upon malfunction, abnormal wear diagnosis and correction procedures. Use of special equipment and repair of anti-lock brake systems is included. 36 hours lecture and 54 hours laboratory.

AUT-65A - Toyota Manual Transmissions and Transaxles 3 units
Prerequisite: AUT-61.
An introduction to theory and principles of Toyota manual transmissions/transaxles, transfer cases and clutch systems. Emphasis placed on problem diagnosis, troubleshooting, measurements and drivability. 45 hours lecture and 27 hours laboratory.

AUT-66 - Toyota Climate Control Systems 3 units
Prerequisite: AUT-61.
Theory and principles of Toyota heating and air conditioning systems. Overview of system components, system operation and diagnosis of automatic temperature control systems. System disassembly, measurements and repair are emphasized. 36 hours lecture and 54 hours laboratory.

AUT-67 - Toyota Fuel Systems II 3 units
Prerequisite: AUT-62 and 63.
Advisory: AUT-51A.
Basic theory, system construction and operation of Toyota Electronic Fuel Injection and Electronic Computer Control systems. Major emphasis placed upon Computer Command theory, operation and construction. Diagnosis of related components, service adjustments and use of special service tools included. 36 hours lecture and 54 hours laboratory.

AUT-71 - Ford Electrical and Electronics Systems 4 units
Prerequisite: None.
This course presents the fundamentals of electrical and electronic systems found in Ford Motor Company vehicles. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using Ford-approved and recommended testing methods and equipment. Students will be able to apply the acquired information to the computer systems found on Ford, Lincoln/Mercury and Mazda vehicles, for the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

AUT-72 - Ford Applied Electronics 4 units
Prerequisite: AUT-71 or AUT-40.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.
This course examines in-depth the operation of Ford automotive computer controls as they relate to specific body electronic systems, as well as the climate control system operation and repair, both base and electronic controls systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury and selected Mazda vehicles and to enable the students to diagnose and repair today's computer laden vehicles. Included in this course is the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours of lecture and 54 hours of laboratory.

AUT-73 - Ford Engine Performance 8 units
Prerequisite: AUT-71 or AUT-40.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.
This course presents the operation, diagnosis, and analysis of the ignition, exhaust, emission, fuel, air injection and the On-board computer management system, including the advanced drivability diagnosis of the electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. 108 hours lecture and 108 hours laboratory.

AUT-74; Ford Brakes, Steering, and Suspension Systems 4 units
Prerequisite: None.
This course presents the principles of the brake system, including hydraulic and mechanical operation and repair, as well as brake system overhaul and service operations. It also presents the fundamentals of the suspension and the steering systems operation and repair. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory.

AUT-75 - Ford Engine Repair 4 units
Prerequisite: None.
This course introduces the operation and repair of gasoline engines including disassembly, inspection, measurement, and reassembly of gasoline engines. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication, and cooling system concerns using Ford test equipment and methods. 54 hours lecture and 54 hours laboratory.

AUT-76 - Ford Advanced Chassis Systems 4 units
Prerequisite: AUT-71 or AUT-40.
Limitation on enrollment: Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.
This course presents the principles of Anti-lock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using Ford-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Prerequisite</th>
<th>Limitation on enrollment</th>
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</thead>
<tbody>
<tr>
<td>AUT-78</td>
<td>Ford Manual Transmissions and Drive-Train Systems</td>
<td>4</td>
<td>AUT-71 or AUT-40</td>
<td>Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.</td>
</tr>
<tr>
<td>AUT-79</td>
<td>Ford Automatic Transmissions and Transaxles</td>
<td>4</td>
<td>AUT-71 or AUT-40</td>
<td>Sponsorship by a Ford, Lincoln/Mercury, or Mazda dealership, or approved Ford repair facility.</td>
</tr>
<tr>
<td>AUT-80</td>
<td>General Motors Minor Services and Pre-Delivery</td>
<td>3</td>
<td>None</td>
<td>Enrollment limited to GM dealer-sponsored ASEP applicants.</td>
</tr>
<tr>
<td>AUT-83</td>
<td>GM Engine Performance</td>
<td>8</td>
<td>AUT-81</td>
<td>Sponsorship by a General Motors dealership or approved GM repair facility required.</td>
</tr>
<tr>
<td>AUT-84</td>
<td>Brakes, Steering and Suspension Systems</td>
<td>4</td>
<td>None</td>
<td>Sponsorship by a General Motors dealership or approved GM repair facility required.</td>
</tr>
<tr>
<td>AUT-85</td>
<td>GM Gasoline Engine and Repair</td>
<td>4</td>
<td>None</td>
<td>Sponsorship by a General Motors dealership or approved GM repair facility required.</td>
</tr>
<tr>
<td>AUT-86</td>
<td>Advanced Chassis Systems</td>
<td>4</td>
<td>None</td>
<td>Sponsorship by a General Motors dealership or approved GM repair facility required.</td>
</tr>
<tr>
<td>AUT-87</td>
<td>Automatic Transmissions</td>
<td>4</td>
<td>None</td>
<td>Sponsorship by a General Motors dealership or approved GM repair facility required.</td>
</tr>
</tbody>
</table>

This course presents the fundamentals of manual transmission, transaxle, transfer case, differential, and driveline operation, and repair. The course introduces the concepts of disassembly, inspection, measurement, and reassembly, as well as the diagnosis of concerns with transmissions, transaxles, transfer cases, clutches, all wheel drive systems, drivelines, and differentials. 54 hours lecture and 54 hours laboratory.

This course presents the fundamentals of General Motors gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motors gasoline and diesel engine operation and repair is introduced. Emphasis will be placed on applying the acquired information to the computer systems found on GM vehicles in the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

This course is an in-depth study of advanced automotive computer controls as they relate to specific electronic systems on GM vehicles; also includes the theory, operation, diagnosis and repair of base and electronic control systems of GM automotive refrigeration and heating systems. Students will utilize laboratory oscilloscopes, digital meters, and GM’s advanced diagnostic tools to diagnose and repair today’s computer-laden vehicles using GM-approved procedures and standards. 54 hours lecture and 54 hours laboratory.

This course presents the operation, diagnosis, and repair of GM automotive brake, steering and suspension systems to include mechanical and hydraulic brake service as well as suspension and steering system service and alignment. Course covers components and operation of each system and the functional relationships between the systems in GM Motor cars and light trucks. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

This course presents the fundamentals of General Motor’s gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor’s gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

This course presents the principles of GM Antilock brake, Ride Control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.
AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems 4 units
Prerequisite: AUT-80.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-88 - General Motors Manual Transmissions and Drive Trains 4 units
Prerequisite: None.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

AUT-89 - General Motors Automatic Transmissions and Transaxles 4 units
Prerequisite: AUT-81.
Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.
This course presents the operating principles of current production GM automatic transmissions and transaxles. The disassembly, inspection, measurement and reassembly of selected GM automatic transmissions and transaxles will be performed. The diagnosis of operating concerns of conventional and electronically controlled transmissions and transaxles will also be introduced. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours of laboratory.

AUT-91 - Introduction to Alternative Fuels 1 unit
Prerequisite: None. AUT-50 recommended.
This course serves as an introduction to the alternative fuels program. Students will learn about a variety of alternative fuels, the infrastructure supporting these fuels, pros and cons associated with alternative fuels, and safety when working with or around them. Example of fuels discussed include: compressed natural gas, electric, fuel ethanol, fuel methanol, hydrogen, liquefied natural gas, liquefied petroleum gas, and nuclear energy. May be taken a total of two times. 18 hours lecture.

AUT-92 - Compressed Natural Gas Fuel Systems 1.5 units
Prerequisite: AUT-91.
This course covers compressed natural gas as a vehicular fuel. Students will be taught the proper method to maintain, diagnose and repair dedicated and bi-fuel compressed natural gas vehicles. Safe work practices during maintenance, diagnosis and repair of compressed natural gas vehicles will also be covered. Students will have lab sessions to practice maintenance, diagnosis and repair of compressed natural gas vehicles. The inspection and certification process for compressed natural gas fuel tanks will be covered. May be taken a total of two times. 18 hours lecture and 27 hours laboratory.

AUT-99 - Automotive Technology Internship 2 units
Prerequisite: None.
Limitation on enrollment: Limited to students enrolled in corporate automotive programs.
This class is designed to coordinate the student’s occupational on-the-job work experience in sponsored corporate automotive programs with related classroom instruction. May be taken a total of four times. 360 paid work hours over nine weeks.

AUT-200 - Automotive Technology Work Experience CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

BANKING AND FINANCE

BAN-51 - Principles of Banking 3 units
Prerequisite: None.
A study of the diversified services offered by the banking industry. This course explores and analyzes the banking industry and the functions of commercial banks, with particular attention to the deposit, payment, and credit functions as well as fund management and specialized products and services. 54 hours lecture.

BAN-52 - Consumer Lending 3 units
Prerequisite: None.
A study of the consumer lending process, its importance to banks and consumers, and the environment in which it functions. Students will explore closed-end loans, indirect loans, related credit products, and open-end credit products, and analyze the consumer lending process from loan application, credit investigation, lender decision-making, loan pricing and policy, collection and recovery. 54 hours lecture.

BIOLOGY

BIO-1 - General Biology 4 units
UC*, CSU (CAN BIOL 14)
Prerequisite: None.
This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. 54 hours lecture and 54 hours laboratory.

BIO-2A - General Zoology I, Invertebrates 5 units
UC, CSU (BIO 2A + 2B=CAN BIOL 4)
Prerequisite: None.
Advisory: A high school biological science course is recommended.
A study of invertebrate animals, emphasizing structure, function, behavior, classification, and ecology. Designed for the biology major, preveterinary, premedical, predental, and naturalist. 54 hours lecture and 108 hours laboratory.
A study of higher animals emphasizing the classification, evolution, and comparative structure of vertebrates, human histology and systems and embryology and genetics. Designed for the biology major, premedical, predental, preveterinarian, prepharmacy, physical therapy, dental hygienist and naturalist. 54 hours lecture and 108 hours laboratory.

BIO-3 - Field Botany 4 units
UC, CSU
Prerequisite: None.
Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

BIO-5 - General Botany 4 units
UC, CSU (CAN BIOL 6)
Prerequisite: None.
Introduction to the plant sciences with principal emphasis on the structures, functions, and ecology of common members of each of the major plant divisions. Designed for majors in health science, forestry, agriculture, environmental science, landscape design, horticulture, and general nature studies. 54 hours lecture and 54 hours laboratory.

BIO-6 – Introduction to Zoology 4 units
Prerequisite: None.
A study of invertebrate and vertebrate animals emphasizing structure, function, behavior, taxonomy evolutionary relationships, and ecology. Designed for the non-science major. The laboratory gives students first hand experience with a diversity of animals and scientific experimental design. 54 hours lecture and 54 hours laboratory.

BIO-7 - Marine Biology 4 units
UC, CSU
Prerequisite: None.
An ecological study of the marine environment. Additional emphasis will be placed on the local marine plants and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory.

BIO-8 - Principles of Ecology 4 units
UC*, CSU
Prerequisite: None.
Ecology is the study of the interactions between organisms and their environment. Basic principles include evolutionary adaptations, abiotic factors such as climate, soils and vegetation, population growth and genetics, competition, predation and parasitism, community interactions, succession, species diversity, island biogeography, and the major biomes found on Earth. Discussion on human impacts on the environment will also be included. This course requires field trips. 54 hours lecture and 54 hours laboratory.

BIO-9 - Introduction to the Natural History of Southern California 3 units
UC, CSU
Prerequisite: None.
This course offers an introduction to the identification, description, and adaptations of indicator plant and animal species found in southern California. Examples of habitat types which will be covered include coastal ranges, local mountains, the upper and lower deserts. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, and what types of organisms are found in these varying habitats. 36 hours lecture and 54 hours laboratory.

BIO-10 - Principles of Life Science 3 units
UC*, CSU
Prerequisite: None.
For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life sciences. No credit at the University of California if taken following BIO-1. 54 hours lecture.

BIO-11 - Introduction to Molecular and Cellular Biology (Majors) 5 units
UC*, CSU (CAN BIOL 2)
Prerequisite: CHE-1A.
An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes introduction, principles of biochemistry, metabolism, cells, genetics, development, evolution and diversity. 72 hours lecture and 54 hours laboratory.

BIO-12 - Introduction to Organismic and Population Biology (Majors) 5 units
UC*, CSU
Prerequisite: BIO-11.
An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory.

BIO-17 – Human Biology 4 units
Prerequisite: None.
A non-major introductory course in biology, which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course is intended to fulfill a transferable general science requirement. 54 hours lecture and 54 hours laboratory.
BIO-30 - Human Reproduction and Sexual Behavior 3 units
UC, CSU
Prerequisite: None.
Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

BIO-34 - Human Genetics 3 units
UC, CSU
Prerequisite: None.
Advisory: High school biology or any college life science class with laboratory recommended.
A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

BIO-36 - Man and Environment 3 units
UC*, CSU
Prerequisite: None.
A study of humans in relation to the environment, emphasizing population ecology, energy cycles, pollution, food resources, and conservation of natural resources. 54 hours lecture.

BIO-96 – Practicum in Life Sciences .5 unit
Prerequisite: None.
Limitation on enrollment: Concurrent enrollment in any life science course with lab.
This course is a supplemental course within the life sciences, with the objective of providing faculty-directed instruction in a laboratory environment. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

BIO-97 – Practicum in Life Sciences 1 unit
Prerequisite: None.
Limitation on enrollment: Concurrent enrollment in any life science course with lab.
This course is a supplemental course within the life sciences, with the objective of providing faculty-directed instruction in a laboratory environment. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

BIT-1 - Introduction to Biotechnology 1 unit
CSU
Prerequisite: None.
Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics and safety. 18 hours lecture.

BIT-2 – Basic Laboratory Skills: Solution Preparation 1 unit
CSU
Prerequisite: CHE-2A.
Laboratory course developing solution preparation skills including molarity and percent calculations, reagent/media preparation, care and use of volumetric glassware, pipetting, pH adjustment and serial dilution. May be taken a total of two times. 54 hours laboratory.

BIT-3 – Basic Laboratory Skills: Titration 1 unit
CSU
Prerequisite: CHE-2A.
Advisory: BIT-2 recommended.
Laboratory course developing titration skills to collect accurate and precise data, record the data and results, and calculate the results. Acid-base and oxidation-reduction titrations will be performed. May be taken a total of two times. 54 hours laboratory.

BIT-4 - Basic Laboratory Skills: Spectrometry 1 unit
CSU
Prerequisite: CHE-2A.
Advisory: BIT-2 recommended.
Laboratory course developing skills in use of the visible spectrometer for carrying out colorimetric analysis. Collection and analysis of data appropriate for industry. May be taken a total of two times. 54 hours laboratory.

BIT-5 – Literature Research and Presentation in Biotechnology .5 units
Prerequisite: None.
Lecture/presentation course to develop skills in library research (including using the Internet) and giving an oral presentation for topics in biotechnology. Students will gain exposure to the breadth of the biotechnology field through the presentation on different topics. 9 hours lecture.

BIT-6 – Basic Laboratory Skills: Microscopy .5 unit
CSU
Prerequisite: MIC-1
A laboratory class designed to develop student competency using various types of light microscopes and specimen preparation using both prokaryote and eukaryote cells. The operation of transmission and scanning microscope will be discussed. 27 hours laboratory.

BIT-7 - Basic Laboratory Skills: Chromatography and Electrophoresis 1 unit
Prerequisite: CHE-2A.
Advisory: BIT-2 and 4 recommended.
A laboratory class to develop student skills in paper chromatography, size exclusion column chromatography, thin layer chromatography, and agarose gel electrophoresis. General principles of chromatography and electrophoresis shall be demonstrated. 54 hours laboratory.

BIT-8 – Technical Writing for Scientists 2 units
CSU
Prerequisite: ENG-1A.
Lecture course introducing technical writing for scientific documents, proposals and papers. 36 hours lecture.

BIT-11 – Molecular Techniques in Nucleic Acid Analysis 3 units
Prerequisite: MIC-1.
Advisory: BIT-2, 3, 4, 6 and 7 highly recommended.
Lecture and laboratory course developing knowledge and skills in bacterial transformation, DNA and RNA extraction and analysis, PCR, restriction digests and ligations, restriction mapping and analysis. 36 hours lecture and 54 hours laboratory.
BIT-12 – Protein Analysis (Amino Acid Sequencing)  .5 unit  
CSU  
Prerequisite: MIC-1.  
Advisory: BIT-2, 3, 4, 6 and 7 highly recommended.  
Laboratory course developing skills in protein (enzyme) purification, analysis of enzyme kinetics, and predicting protein structure by analyzing amino acid sequence. 27 hours laboratory.

BIT-13 – Safety and Laboratory Practices  1 unit  
CSU  
Prerequisite: None.  
Lecture course introducing safety, good laboratory practices (GLP) and good manufacturing practices (GMP) for the biotechnology industry. 18 hours lecture.

BIT-14 – Field Experience Presentation  1 unit  
CSU  
Prerequisite: None.  
Limitation on enrollment: Must have work experience in biotechnology.  
Lecture/presentation course with students conducting oral presentations based on their work experience in biotechnology. Students will gain exposure to the breadth of the biotechnology field through the presentations on different worksites. 18 hours lecture.

BIT-15 – Basic Laboratory Immunology  1.5 units  
CSU  
Prerequisite: MIC-1.  
An introductory course in basic theoretical concepts of immunology and the underlying theory of procedures performed in immunology/serology labs. Course topics are antigen-antibody reactions, antibody-mediated and cell-mediated immunity, monoclonal antibodies and their use, agglutination reactions and immunoochemical techniques including fluorescent-antibody methods, enzyme-linked immunosorbent assay (ELISA) and immunoelctrophoresis techniques including Western blot. 18 hours lecture and 27 hours laboratory.

BIT-16 – Industry Regulations  1 unit  
CSU  
Prerequisite: None.  
Advisory: BIT-13 recommended.  
Lecture course introducing government and industry regulations for the biotechnology industry. 18 hours lecture.

BIT-200 – Biotechnology Work Experience  1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

BLACK STUDIES  
In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.  
Among these courses are:

- ANT-21 - Native Peoples of Sub-Saharan Africa: An Introduction  
- ENG-21 - African American Literature I  
- ENG-22 - African American Literature II  
- HIS-14 - African American History I  
- HIS-15 - African American History II  
- PHI-14 - Survey of Black Thought  
- SOC-10 - Race and Ethnic Relations  
- SOC-35 - Sociology of the Black Community

BORDER STUDIES  
BOR-31 – U.S.-Mexico Border Studies:  3 units  
Health and Human Services  
CSU  
Prerequisite: None.  
Survey of U.S.-Mexico transborder topics related to health and human services. Includes focused study of healthcare and educational systems. Emphasizes cultural traditions and their impact upon care giving, health maintenance and education. 54 hours lecture.

BOR-32 – U.S.-Mexico Border Studies:  1 unit  
Health Care Field Component  
CSU  
Prerequisite: None.  
Advisory: SPA-1 and BOR-31 strongly recommended; recommended for students in Community Interpreting or Nursing programs.  
Field component designed to increase cultural awareness and practical working knowledge of healthcare services in the U.S. and Mexico. Provides opportunities to apply subject and language skills in the most natural settings possible. To be offered in Mexico or the border region, primarily during intersession breaks or cumulatively over weekends. May be taken a total of four times. 54 hours laboratory.

BOR-33 – U.S.-Mexico Border Studies: Education  1 unit  
Field Component  
CSU  
Prerequisite: None.  
Advisory: SPA-1 and BOR-31 highly recommended; recommended for students in the RCC-CSUSB Bilingual Sequential Degree Program.  
Field component designed to increase cultural awareness and practical working knowledge of educational services in the U.S. and Mexico. Provides opportunities to apply subject and language skills in the most natural settings possible. To be offered in Mexico or the border region, primarily during intersession breaks or cumulatively over weekends. May be taken a total of four times. 54 hours laboratory.
BUSINESS ADMINISTRATION

BUS-10 - Introduction to Business 3 units
UC, CSU
Prerequisite: None.
Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

BUS-18A - Business Law, I 3 units
UC*, CSU (CAN BUS 8)
Prerequisite: None.
The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B - Business Law, II 3 units
UC*, CSU
Prerequisite: None.
Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20 - Business Mathematics 3 units
Prerequisite: None.
Application of fundamental problem solving concepts, techniques, and skills relating to quantitative aspects of business. The development and solution of first degree equations relating to percentage, merchandise pricing, negotiable instruments, credit, depreciation, and inventory will be emphasized. 54 hours lecture.

BUS-22 - Management Communications 3 units
CSU
Prerequisite: None.
Advisory: CAT-30 recommended.
Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-30 - Entrepreneurship and Small Business 3 units
Management
CSU
Prerequisite: None.
The American enterprise system, the nature and extent of American business, opportunities in business, and types of business organizations such as sole proprietorships, partnerships, and corporations. The course will particularly focus on the entrepreneur, the opportunity and the resources, pulling it all together with a business plan. 54 hours lecture.

BUS-40 - International Business-Principles 3 units
CSU
Prerequisite: None.
A comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, and the operation of multi-national corporations. 54 hours lecture.

BUS-41 - U.S.-Mexico Border Studies: 3 units
Business Topics
CSU
Prerequisite: None.
Survey of U.S.-Mexican transborder topics related to business and commerce, including international banking and finance (legal/illegal operations), the North American Free Trade Agreement, information technology and telecommunications, environmental technology, import/export policies, transportation and shipping “maquiladora” industries, insurance and warranties, advertising, and international business protocol. 54 hours lecture.

BUS-42 - U.S.-Mexico Border Studies Field Component: Business 1 unit
CSU
Prerequisite: None.
Advisory: BUS-41 and Spanish fluency highly recommended.
An enhancement to BUS-41, this field component is designed to increase cultural awareness and practical working knowledge through individualized study, lecture and excursions. Provides an opportunity to apply subject and language skills in the most natural settings possible; to be offered in Mexico or the border region primarily during semester breaks, vacation periods, or cumulatively, over weekends. May be taken a total of four times. 54 hours laboratory.

BUS-43 - International Business-Marketing 3 units
CSU
Prerequisite: None.
Advisory: BUS-10 or 40 is recommended.
Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture.

BUS-46 - International Business-Basics of Exporting 3 units
CSU
Prerequisite: None.
An introduction to the current U.S. position in the global trade arena with an emphasis on the export concerns of the small U.S. firm. Includes export assessment, methods of export, resources of export advice, international market research methods, aspects of overseas selling practices, and export documentation and shipping. 54 hours lecture.

BUS-47 – Applied Business and Management Ethics 3 units
(Same as MAG-47)
Prerequisite: None.
An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.

BUS-48 - International Management 3 units
CSU
Prerequisite: None.
Advisory: BUS-10 or 40 recommended.
A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture.
BUS-51 – Principles of E-Commerce 3 units  
Prerequisite: None.
Advisory: BUS-10 and CIS-1A recommended. Concurrent enrollment in CAT/CIS-96 or 97 recommended.
An introduction to electronic commerce focusing on business, technological and social issues in today’s global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture.

BUS-52 – Introduction to PDAs 1.5 units  
(Same as CIS/CAT-52)  
Prerequisite: None.
An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. 27 hours lecture.

BUS-53 – Introduction to Personal Finance 3 units  
Prerequisite: None.
An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

BUS-58 – Marketing the Virtual Office 3 units  
(Same as CAT-58)  
Prerequisite: None.
Advisory: CAT-57 and CAT/CIS-76A or B.
Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture.

BUS-61 – Introduction to Insurance 1 unit  
Prerequisite: None.
Basic introduction to the modern insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used, civil laws or tort and contracts, commercial and personal ISO insurance contracts, and the risk management process. 18 hours lecture.

BUS-62 – Personal Insurance Principles 3 units  
Prerequisite: None.
Basic introduction to insurance products and coverage including automobile insurance; homeowners insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; other personal property and liability insurance; financial planning; life insurance; and health insurance. 54 hours lecture.

BUS-63 – Principles of Property and Liability Insurance 3 units  
Prerequisite: None.
Introduction to Property and Liability Insurance including types of property and liability insurers, how it is regulated, measurement of financial performance, marketing, underwriting, claims loss exposure, and risk management. 54 hours lecture.

BUS-64 – Commercial Insurance Principles 3 units  
Prerequisite: None.
Basic introduction to Commercial Insurance including commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owner’s policies and farm insurance, worker’s compensation and employer’s liability insurance. 54 hours lecture.

BUS-65 – Insurance Code and Ethics 1 unit  
Prerequisite: None.
Ethical considerations one must support in order to succeed in the insurance industry. The course presents ethical issues with which employees working in insurance offices will be involved. 18 hours lecture.

BUS-66 – Insurance Internship 1 unit  
Prerequisite: None.
This one-unit internship will be carried out in a local insurance company and will follow the guidelines of the college. Students enrolled in this occupational internship course must be employed in the insurance industry. Students will earn the one credit for this course by completing 75 hours of paid work or 60 hours of volunteer work. No more than 20 hours per week may be applied toward the work requirement.

BUS-70- Introduction to Organization Development 3 units  
(Same as MAG-70)  
Prerequisite: None.
Advisory: MAG-44 recommended.
This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

BUS-71 – Introduction to Productivity Management 3 units  
(Same as MAG-71)  
Prerequisite: None.
Advisory: MAG-44 and 70 recommended.
An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

BUS-72 – Introduction to Quantitative Methods 3 units  
for Business  
(Same as MAG-72)  
Prerequisite: None.
Advisory: BUS-20 and MAG-70 recommended.
An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

BUS-80 - Principles of Logistics 3 units  
Prerequisite: None.
A study of the basic concepts in product distribution including distribution planning and terminology, transportation methods, traffic management, inventory control and warehousing. 54 hours lecture.
BUS-81 - Inventory Control 1.5 units
(Same as MAN-81)
Prerequisite: None.
Review of the concepts and techniques available for planning and controlling inventories. 27 hours lecture.

BUS-82 - Freight Claims 1.5 units
Prerequisite: None.
A study of loss avoidance and mitigation in transit and the preparation, filing and resolution of freight claims. 27 hours lecture.

BUS-83 - Contracts 1.5 units
Prerequisite: None.
A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehousemen and other logistics service providers. 27 hours lecture.

BUS-84 - Computerized Logistics 1.5 units
Prerequisite: None.
A study of the need for and use of computers in the logistics and freight industry and an introduction to the software that is available. 27 hours lecture.

BUS-85 - Warehouse Management 3 units
Prerequisite: None.
Analysis of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 54 hours lecture.

BUS-86 - Transportation and Traffic Management 3 units
Prerequisite: None.
A study of the domestic freight transportation system including the demand for freight movement, laws, regulations, pricing and policies, traffic management and international transportation issues. 54 hours lecture.

BUS-87 - Introduction to Purchasing 3 units
Prerequisite: None.
Study of basic purchasing functions including establishing requirements and quantities, developing policies and procedures for purchasing, making purchasing decisions, receiving acceptable goods, arranging packaging and shipping and managing inventory levels. 54 hours lecture.

BUS-88 – Warehouse and Distribution Skills 3 units
Prerequisite: None.
A study of the vocational level concepts in warehouse and distribution processes and techniques; including distribution planning and terminology, transportation methods, OSHA safety rules and regulations, shipping, marking and receiving procedures, and inventory control. 54 hours lecture.

BUS-89 – Forklift Safety and Operation .5 unit
Prerequisite: None.
A study of the basic concepts and practical use of industrial trucks and forklift operator safety procedures; including design, energy sources, fire protection and OSHA rules and regulations. 9 hours lecture and 9 hours laboratory.

BUS-90 – International Logistics 3 units
Prerequisite: None.
An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government’s role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture.

BUS-96 – Practicum in Computers .5 unit
Prerequisite: None
Self-paced, competency-based skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. May be taken a total of four times. 27 hours laboratory required for credit.

BUS-97 – Practicum in Computers 1 unit
Prerequisite: None
Self-paced, competency-based skill development in computer usage. Instruction is given on an individualized basis using personal consultation with the student. The course is offered credit/no credit only. May be taken a total of four times. 54 hours laboratory required for credit.

BUS-200 - Business Administration 1-2-3-4 units
Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CHEMISTRY
CHE-1A - General Chemistry, I 5 units
UC*, CSU (CAN CHEM 2)
CHE 1A+1B=(CAN CHEM SEQ A)
Prerequisite: CHE-2A or 3 and MAT-35.
The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.

CHE-1AH – Honors General Chemistry, I 5 units
Prerequisite: CHE-2A or 3, and MAT-35.
Limitation on enrollment: Enrollment in the honors program.
The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach
CHE-1B - General Chemistry, II  
**Units**: 5  
**Prerequisite**: CHE-1A.  
Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-1BH – Honors General Chemistry, II  
**Units**: 5  
**Prerequisite**: CHE-1A.  
Limitation on enrollment: Enrollment in the honors program. Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory.

CHE-2A - Introductory Chemistry, I  
**Units**: 4  
**Prerequisite**: MAT-52.  
Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory.

CHE-2B - Introductory Chemistry, II  
**Units**: 4  
**Prerequisite**: CHE-2A.  
Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory.

CHE-3 - Fundamentals of Chemistry  
**Units**: 4  
**Prerequisite**: MAT-52.  
A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory.

CHE-10 - Chemistry for Everyone  
**Units**: 3  
**Prerequisite**: None.  
A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture.

CHE-12A - Organic Chemistry, I  
**Units**: 5  
**Prerequisite**: CHE-1B.  
A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory.

CHE-12B - Organic Chemistry, II  
**Units**: 5  
**Prerequisite**: CHE-12A.  
Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophile and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory.

CHE-17 - Introduction to the Development of Modern Science  
**Units**: 3  
**Prerequisite**: None.  
This course is designed for students desiring a general knowledge of the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture.

**Chicano Studies**

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student’s identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multicultural aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:
- ANT-5 - Native Peoples of Mexico
- ART-8 - Mexican Art History
- ESL-54 - Intermediate Grammar & Writing II
- ESL-55 - Advanced Grammar & Writing
ESL-73 - High Intermediate Reading Comprehension & Vocabulary
ESL-93 - Oral Skills III: Advanced Oral Communications
HIS-8 and 9 - History of the Americas
HIS-25 - History of Mexico
HIS-30 and 31 - Introduction to Chicano Studies
SOC-10 - Race and Ethnic Relations

CHINESE

CHI-1 - Mandarin Chinese 1  5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for native spoken and written Mandarin Chinese at the beginning level. This course includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

CHI-2 - Chinese 2  5 units
UC, CSU
Prerequisite: CHI-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Mandarin Chinese at the beginning level. This course includes an expanded discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.

CHI-11 - Culture and Civilization  3 units
UC, CSU
Prerequisite: None.
Introductory survey of Chinese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

COMMUNITY INTERPRETATION

CMI-61 – Introduction to Spanish English Translation  3 units
Prerequisite: None.
Advisory: This course is intended for students with near native writing skills in Spanish and English.
This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71 - Bilingual Interpretation for the Medical Professions  6 units
Prerequisites: None.
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.
This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-72 – Intermediate Medical Interpreting  4 units
Prerequisite: CMI-71.
This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers’ compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.

CMI-81 - Bilingual Interpretation for the Legal Professions  6 units
Prerequisite: None.
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.
This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory.

CMI-82 – Intermediate Legal Interpreting  4 units
Prerequisite: CMI-81.
This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

CMI-91 - Introduction to Translation and Interpretation for Business  3 units
Prerequisite: None.
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.
This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

CMI-200 – Community Interpretation Work Experience  1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
### Computer Applications and Office Technology

**CAT-1A – Business Etiquette**  
1 unit  
**Prerequisite:** None.  
This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. The following communication techniques are taught for an effective professional standard: dialog, discussion, cooperation, compromise, self-knowledge and knowledge of others. 18 hours lecture.

**CAT-3 - Computer Applications for Working Professionals**  
(Same as CIS-3)  
**CSU**  
**Prerequisite:** None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.  
This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture and 18 hours laboratory.

**CAT-3A – Linux Computer Applications for Working Professionals**  
(Same as CIS-3A)  
**CSU**  
**Prerequisite:** None.  
This course introduces a suite of computer applications to students preparing to enter the office, business, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, Internet utilization, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/management of documents and images. 54 hours lecture and 18 hours laboratory.

**CAT-30 - Business English**  
3 units  
**Prerequisite:** None.  
**Advisory:** Typing skills recommended.  
Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture.

**CAT-30A – Business English 30A**  
1 unit  
**Prerequisite:** None.  
**Advisory:** Typing skills recommended.  
Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

**CAT-30B – Business English 30B**  
1 unit  
**Prerequisite:** CAT-30A.  
This intermediate-level course is designed to provide students with instruction in vocabulary and spelling, possession, pronouns, verbs, punctuation, and business communications. Office CAT-30B is equivalent to the second third of CAT-30. 18 hours lecture.

**CAT-30C – Business English 30C**  
1 unit  
**Prerequisite:** CAT-30B.  
Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30C is equivalent to the last third of CAT-30. 18 hours lecture.

**CAT-31 - Business Communications**  
**CSU**  
**Prerequisite:** None.  
**Advisory:** CAT-30, or concurrent enrollment recommended.  
This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture.

**CAT-34A - Introduction to Microsoft Word for Windows**  
(Same as CIS-34A)  
**CSU**  
**Prerequisite:** None.  
**Advisory:** CIS/CAT-34A or 3 recommended.  
Skill development in the use of Microsoft Word for Windows for word processing. For non-Computer Applications and Office Technology majors. 27 hours lecture and 18 hours laboratory.

**CAT-34B - Intermediate Microsoft Word for Windows**  
(Same as CIS-34B)  
**CSU**  
**Prerequisite:** None.  
**Advisory:** CIS/CAT-34A or 3 recommended.  
Provides a continuation of instruction in Microsoft Word for Windows to students who have taken the introductory level and would like to further their skills in word processing applications. For non-Computer Applications and Office Technology majors. 27 hours lecture and 18 hours laboratory.

**CAT-36A - Legal Office Procedures I**  
3 units  
**CSU**  
**Prerequisite:** None.  
**Advisory:** CAT-30 or typing speed of 40 wpm net strongly recommended.  
This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal concepts of the law for legal secretaries. 54 hours lecture.

**CAT-36B - Legal Office Procedures II**  
3 units  
**CSU**  
**Prerequisite:** None.  
**Advisory:** CAT-36A recommended.  
A continuation and in-depth study of the scope of the law office professional. Emphasis will be placed on the principles and practices used in the legal environment in trial preparation, litigation, ethics and a variety of other legal formats. 54 hours lecture.

**CAT-36C – Legal Terminology and Transcription**  
3 units  
**CSU**  
**Prerequisite:** None.  
**Advisory:** CAT-36A and CAT/CIS-80 or 84 and keyboarding speed of 40 wpm recommended. Concurrent enrollment in CAT/CIS-97 also recommended.  
A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal records and reports. Transcribing legal documents from dictation using a computer. 54 hours lecture.
CAT-38 - Legal Word Processing and Forms  
Production  
CSU  
3 units  
Prerequisite: None.  
Advisory: CAT-37 and CAT/CIS-80 or CAT/CIS 84, plus concurrent enrollment in CAT/CIS 96 or 97 recommended.  
Preparing legal documents and computerized judicial council forms using a computer. Emphasis will be placed on the standards used in legal systems for general and specialized areas of law. 54 hours lecture.

CAT-39 - Legal Solutions Software  
1.5 units  
Prerequisite: None.  
Prepare, manage and edit computerized Judicial Council forms using computer. 27 hours lecture.

CAT-40 - Administrative Office Management  
3 units  
CSU  
Prerequisite: None.  
Advisory: CAT-30 and 61 recommended.  
A study of management philosophies and principles related to the office manager or administrative professional. Practical experience is attained in planning and organizing office operations including space management and the psychological environment. Includes leadership and human relations, job analysis, salary administration, and supervision of accounting and information processing systems. 54 hours lecture.

CAT-50 - Keyboarding and Document Processing  
3 units  
CSU  
Prerequisite: None.  
Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory.

CAT-51 - Intermediate Typewriting/Document Formatting  
3 units  
CSU  
Prerequisite: None.  
Advisory: Beginning typing skills.  
Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory.

CAT-52 – Introduction to PDAs  
1.5 units  
(Same as BUS/CIS-52)  
Prerequisite: None.  
An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. 27 hours lecture.

CAT-53 - Keyboarding/Typing Fundamentals  
1 unit  
Prerequisite: None.  
Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 20 gross words a minute. 18 hours lecture and 18 hours laboratory.

CAT-54A – Introduction to Flash  
3 units  
(Same as CIS-54A)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.  
This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture.

CAT-55 – Applied Accounting/Bookkeeping  
3 units  
(Same as ACC-55)  
Prerequisite: None.  
This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. Total of 54 hours lecture.

CAT-56A – Designing Web Graphics  
3 units  
(Same as CIS-56A)  
Prerequisite: None.  
Advisory: Competency in the use of a computer and familiarity with the Internet. Concurrent enrollment in CIS-96 or 97.  
This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory.

CAT-57 – Creating and Managing the Virtual Office  
3 units  
Prerequisite: None.  
Advisory: CAT/CIS 95A or equivalent skills.  
The increased use of the Web and hardware and software technologies has allowed individuals to work outside their corporate/business office or to become self-employed entrepreneurs. The course explores topics related to creating a virtual office including time management, customizing the workplace, evaluating and buying software and hardware, and communicating with technology. The course is a requirement of the Computer Applications and Office Technology Discipline’s Virtual Assistant Certificate Program. May be taken a total of 2 times. 54 hours lecture.

CAT-58 – Marketing the Virtual Office  
3 units  
Prerequisite: None.  
Advisory: CAT 57 and CAT/CIS 76A or 76B.  
Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours lecture.

CAT-59 – Introduction to Adobe Acrobat  
1.5 units  
Prerequisite: None.  
Creation, optimization and use of Portable Document Format (PDF) software to publish, share and distribute electronic documents. 27 hours lecture and 18 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-60</td>
<td>Introduction to Microsoft Access</td>
<td>1.5</td>
<td>Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 27 hours lecture and 18 hours laboratory.</td>
</tr>
<tr>
<td>CAT-61</td>
<td>Professional Office Procedures</td>
<td>3</td>
<td>Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture.</td>
</tr>
<tr>
<td>CAT-62</td>
<td>Records Management</td>
<td>3</td>
<td>Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory.</td>
</tr>
<tr>
<td>CAT-63</td>
<td>Electronic Records Management</td>
<td>3</td>
<td>Provides an introduction to electronic records management. The content includes exploration of the increased use of electronic devices to create and store documents as well as the impact within the field of records management. 54 hours lecture and 18 hours laboratory.</td>
</tr>
<tr>
<td>CAT-64</td>
<td>RIM Advanced Applications</td>
<td>3</td>
<td>Involves students in hands-on Records Information Management (RIM) advanced applications essential for creating a records management program. Projects include creating an industry specific file plan, vital records protection plan, disaster recovery program and the automation of records systems. 54 hours lecture and 18 hours laboratory.</td>
</tr>
<tr>
<td>CAT-65</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1.5</td>
<td>Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory.</td>
</tr>
<tr>
<td>CAT-66</td>
<td>Machine Dictation/Transcription</td>
<td>3</td>
<td>A course designed to provide instruction in the use of modern language dictating/transcribing equipment. Emphasis will be placed on using effective dictation and transcription techniques: Composing original documents, employing acceptable formats and transcribing business correspondence and reports in final form. 54 hours lecture.</td>
</tr>
<tr>
<td>CAT-67</td>
<td>Notetaking</td>
<td>3</td>
<td>This course provides students with a system of note taking using Gregg Shorthand. Students will develop minimal speed for personal and professional use with memorization, drill work and transcription. 54 hours lecture.</td>
</tr>
<tr>
<td>CAT-70</td>
<td>Introduction to Web Page Creation</td>
<td>1.5</td>
<td>An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory.</td>
</tr>
<tr>
<td>CAT-71</td>
<td>Website Creation using Microsoft FrontPage</td>
<td>3</td>
<td>Use FrontPage to streamline and automate Web site management on your web site. 54 hours lecture.</td>
</tr>
<tr>
<td>CAT-72</td>
<td>Intermediate Web Page Creation using Cascading Style Sheets (CSS)</td>
<td>1.5</td>
<td>This course provides students with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Dreamweaver. The course uses Dreamweaver to streamline and automate Web site management on your web site. 54 hours lecture and 18 hours laboratory.</td>
</tr>
</tbody>
</table>

Advisory:
CAT-62 and 63.
Advisory: Knowledge of database management recommended.
Advisory: CAT/CIS-60.
Advisory: CAT-3, 31 and 51.
Advisory: Knowledge of HTML and the Internet recommended. CIS/CAT-72A and CAT-72B and concurrent enrollment in CIS-96 or 97.
Advisory: Competency in the use of a computer, familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.
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Advisory: Knowledge of HTML and the Internet recommended. CIS/CAT-72A and 72B and concurrent enrollment in CIS-96 or 97.
CAT-78A - Introduction to Adobe Photoshop  
(Same as CIS-78A)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CAT/CIS-96 or 97.  
Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

CAT-78B - Advanced Adobe Photoshop  
(Same as CIS-78B)  
Prerequisite: CIS/CAT-78A.  
Advisory: Concurrent enrollment in CIS-96 or 97.  
Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory.

CAT-79 - Introduction to Adobe Illustrator  
(Same as CIS-79)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CAT/CIS-96 or 97.  
Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory.

CAT-80 - Word Processing: Microsoft Word for Windows  
(Same as CIS-80)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CAT-96 or 97 recommended. Recommend typing knowledge/skills with at least 40 wpm.  
This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CAT-81 – Introduction to Desktop Publishing  
(Same as CIS-81)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CAT/CIS-96 or 97.  
Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory.

CAT-82A - MOSPrep Microsoft Word-Core Level  
(Same as CIS-82A)  
Prerequisite: None.  
Advisory: CIS-1A, CIS/CAT-3, 34A or 80 and concurrent enrollment in CIS/CAT-96 or 97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Word application, core level. The course provides direction for students to develop the necessary skills to perform tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-82B - MOSPrep: Microsoft Word-Expert Level  
(Same as CIS-82B)  
Prerequisite: None.  
Advisory: CIS-1B, CIS/CAT 34B, 80 or 82A and concurrent enrollment in CIS/CAT-96 or 97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Word application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-83A - MOSPrep Microsoft Excel-Core Level  
(Same as CIS-83A)  
Prerequisite: None.  
Advisory: CIS-1A, CIS/CAT-3 or 98A and concurrent enrollment in CIS/CAT-96 or 97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Excel application, core level. The course provides the direction for students to develop the necessary skills to perform tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-83B - MOSPrep: Microsoft Excel-Expert Level  
(Same as CIS-83B)  
Prerequisite: None.  
Advisory: CIS-1B, CIS/CAT-83A or CIS/CAT-98B and concurrent enrollment in CIS/CAT-96 or CIS/CAT-97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Excel application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-84 - Word Processing: WordPerfect for Windows  
(Same as CIS-84)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97, and typing knowledge/skills with at least 40 WPM.  
This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory.
CAT-85 - MOSPrep Microsoft Access-Core Level  
(Same as CIS-85)  
Prerequisite: None.  
Advisory: CIS-1A, CIS/CAT-3, or CIS/CAT-60 and concurrent enrollment in CIS/CAT-96 or CIS/CAT-97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Access application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of 2 times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-86 - MOSPrep Microsoft PowerPoint-Comprehensive Level  
(Same as CIS-86)  
Prerequisite: None.  
Advisory: CIS-1A, CIS/CAT-3, or 65 recommended. Concurrent enrollment in CIS/CAT-96 or 97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the PowerPoint application, comprehensive level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft PowerPoint. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-87 - MOSPrep Microsoft Outlook-Core Level  
(Same as CIS-87)  
Prerequisite: None.  
Advisory: CIS/CAT-90 and concurrent enrollment in CIS/CAT-96 or 97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Outlook application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-88 – Internships in Computer Applications and Office Technology  
Prerequisite: None.  
Advisory: CAT-3 and CAT-51.  
Limitation on enrollment: Computer Applications and Office Technology majors and certificate students.  
In cooperation with private or public sector employers, the internship is supervised employment of students that extends classroom learning to the job site and relates to the students’ educational or occupational goal. The internship class is for students who have declared a Computer Applications and Office Technology major, have taken classes in the major, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field. Placement is arranged through the instructor and with student assistance. Internship participation requirements may vary with the job setting. May be taken up to four times for a maximum of twelve units of credit. 27 hours lecture and a minimum of 90 hours internship.

CAT-89 – MOSPrep Microsoft Excel-Core Level  
(Same as CIS-89)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97.  
Limitation on enrollment: Concurrent enrollment in CIS/CAT-96 or 97. This course is not recommended for AOL users.  
This course utilizes Microsoft Excel to organize and plan personal and business information. Emphasis is placed on the use of Excel for communication and sharing information with persons within a company and on the Internet. 54 hours lecture and 18 hours laboratory.

CAT-90 – Microsoft Outlook  
(Same as CIS-90)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97.  
Limitation on enrollment: This course is not recommended for AOL users.  
This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company and on the Internet. 54 hours lecture and 18 hours laboratory.

CAT-91 – Microsoft Project  
(Same as CIS-91)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.  
This course utilizes Microsoft Excel to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company and on the Internet. 54 hours lecture and 18 hours laboratory.

CAT-92 – MOSPrep Microsoft Access-Comprehensive Level  
(Same as CIS-92)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97.  
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office User Specialist Program (MOS) in the Access application, comprehensive level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CAT-93 – Computers for Beginners  
(Same as CIS-93)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.  
This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

CAT-95A - Introduction to Internet CSU  
(Same as CIS-95A)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.  
Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CAT-95B – Preparation for Online Learning  
(Same as CIS-95B)  
Prerequisite: None.  
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.  
An introduction to the skills necessary to successfully complete a class on the Internet. Introduction to the Internet and the World Wide Web, managing email, online services, search engine techniques and WebCT basics are covered through lecture, discussion and hands-on computer assignments. 18 hours lecture.

CAT-96 - Practicum in Computers  
(Same as ACC/CIS-96)  
Prerequisite: None.  
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)
CAT-97 - Practicum in Computers 1 unit
(Same as ACC/CIS-97)
Prerequisite: None.
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CAT-98A - Introduction to Excel 1.5 units
(Same as CIS-98A)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT-96 or 97.
Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CAT-98B - Advanced Excel 1.5 units
(Same as CIS-98B)
Prerequisite: CIS/CAT-98A.
Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CAT-99A - Keyboarding for Beginners .25 unit
Prerequisite: None.
This course is meant as a self-paced, competency-based skill development in computer usage. Instruction is given on a group and an individual basis using personal consultation with the student. The course is offered as a non degree credit course only. 4 hours lecture and 14 hours laboratory.

CAT-99B - Windows for Beginners .25 unit
Prerequisite: None.
Develops a basic understanding of computer components by developing skill in the concepts of Microsoft Windows on microcomputer-based systems. Instruction is given on a group and individual basis using personal consultation with the student. The course is offered as a non degree credit course only. 4 hours lecture and 14 hours laboratory.

CAT-99C - Word for Beginners .25 unit
Prerequisite: None.
This course provides skill development in the use of Microsoft Word for Windows for non-Computer Applications and Office Technology majors. Instruction is given on a group and individual basis using personal consultation with the student. The course is offered as a non degree credit course only. 4 hours lecture and 14 hours laboratory.

CAT-99D – Excel for Beginners .25 unit
Prerequisite: None.
This course provides skill development in the use of Microsoft Excel for Windows for non-Computer Applications and Office Technology majors. Instruction is given on a group and individual basis using personal consultation with the student. 4 hours lecture and 14 hours laboratory.

CAT-200 - Computer Applications and Office Technology Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**COMPUTER INFORMATION SYSTEMS**

CIS-1A - Introduction to Computer Information 3 units
Systems
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory.

CIS-IB - Advanced Concepts in Computer 3 units
Information Systems
CSU
Prerequisite: CIS-1 or 1A.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.
Advanced computer concepts, theory and computer applications. Advanced skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking and embedding are covered. Concepts covered include communications and networks, E-Commerce, ethical issues, security, privacy, databases and information management, information systems development, program development and programming languages, computer careers and certification. 54 hours lecture and 18 hours laboratory.

CIS-2 - Fundamentals of Systems Analysis 3 units
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or 97.
Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory.
CIS-3 - Computer Applications for Working Professionals
(Same as CAT-3)
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.
This course introduces a suite of computer applications to students preparing to enter business, office, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, word processing, spreadsheets, database management, presentation graphics, scheduling/time management, basic Internet, and introducing scanning/managment of documents and images. 54 hours lecture and 18 hours laboratory.

CIS-3A – Linux Computer Applications
(Same as CAT-3A)
CSU
Prerequisite: None.
This course introduces a suite of computer applications to students preparing to enter the office, business, and teaching professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, Internet utilization, word processing, spreadsheets, database management, presentation graphics, and scheduling/time management. 54 hours lecture and 18 hours laboratory.

CIS-5 - Fundamentals of Programming Logic using C++
UC, CSU
Prerequisite: None.
Advisory: CIS-1A and concurrent enrollment in CIS-96 or 97 recommended.
Introduction to the fundamentals of problem definition, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 18 hours laboratory.

CIS-11 - Computer Programming using ASSEMBLER
UC, CSU (CAN CSCI 10)
Prerequisite: None.
Advisory: CIS-5 and concurrent enrollment in CIS-96 or 97 recommended.
This course is an introduction to microprocessor architecture and assembler language. The relationship between the hardware and the software will be studied in order to understand the interaction between a program and the total system. 54 hours lecture.

CIS-12 – PHP Dynamic Web Site Programming
CSU
Prerequisite: None.
Advisory: Programming fundamentals such as in CIS-5 or CIS-14A, and familiarity with HTML such as in CIS/CAT-72A or CIS-14A. Concurrent enrollment in CIS-96 or CIS-97.
Dynamic Web site programming using PHP. Fundamentals of server-side Web programming. Introduction to database-driven Web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory.

CIS-14A – Web Programming: JavaScript
CSU
Prerequisite: None.
Advisory: Previous programming experience and knowledge of HTML, CIS-5, 72A and concurrent enrollment in CIS-96 or 97.
Fundamentals of JavaScript programming for the World Wide Web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory.

CIS-14B – Web Programming: Active Server Pages
CSU
Prerequisite: None.
Advisory: CIS-5, 15A and 72A are recommended and concurrent enrollment in CIS-96 or 97 suggested.
Fundamentals of server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture.

CIS-15A – Visual Basic Programming: Objects
UC, CSU
Prerequisite: None.
Advisory: Previous programming experience writing function and using arrays on PC platforms as well as CIS-5, 72A and concurrent enrollment in CIS-96 or 97 recommended.
This course in Visual Basic programming assumes the student has existing fundamental programming skills. The course emphasizes object-based programming with an introduction object-oriented programming. Topics include event-driven programming, GUI design principles, modular programming, structured programming, string processing, arrays, file I/O, Windows common controls, graphics and multimedia programming, multiple forms, drag and drop functionality, debugging and error handling. 54 hours lecture.

CIS-15B – Visual Basic Programming:
Advanced Objects
CSU
Prerequisite: None.
Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or 97 recommended.
This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes object-oriented programming topics. Topics include dynamic cloning and resizing objects, multiple document interface, advanced Windows controls, OOP principles, designing classes and class hierarchies, inheritance, Office automation, COM, Windows API, ActiveX control creation and Internet controls. 54 hours lecture.
CIS-15C – Visual Basic Programming: Databases 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Previous Visual Basic programming experience as well as CIS-15A and concurrent enrollment in CIS-96 or 97 recommended.  
This course in Visual Basic programming assumes the student has Visual Basic programming experience. The course emphasizes database programming topics and techniques. Topics include random access files, relational databases, MS Access programming, SQL Queries, Data Controls, Data-Bound Controls, ADO Programming, Data Forms, Data Reports, Data Validation, Universal Data Access and Remote Data Access. 54 hours lecture.

CIS-15A – Introductory Programming with Visual Basic 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Previous Visual Basic programming experience is recommended.  
This course is an introductory course to Visual Basic programming with an emphasis on application development using the Windows environment. It provides an introduction to the Visual Basic environment and user interface components. Other topics include variables, expressions, statements, data types, procedures and functions, event driven programming, conditionals, looping constructs, arrays, object-oriented programming and graphical user interface (GUI) components. 54 hours lecture and 18 hours laboratory.

CIS-18A - Java Programming: Objects 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Previous JAVA programming experience such as CIS-18A.  
This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory.

CIS-18C – Java Programming: Data Structures 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Previous Java programming experience as well as CIS-18A and concurrent enrollment in CIS-96 or 97 recommended.  
This course in designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture.

CIS-19A - NetPrep: Fundamentals of Computer Networking 3 units  
CSU  
Prerequisite: None.  
Advisory: Ability to use a computer and the Internet for research and writing. Concurrent enrollment in CIS-96 or 97 recommended.  
This course provides a vendor-neutral introduction to the theory and practice of networking, for students already familiar with basic computer skills and concepts. It includes the terminology and technologies of current networking environments. It provides a foundation for continued study in the field and may help students prepare for CompTIA’s Network+ Certification Exam. 54 hours lecture.

CIS-19B - NetPrep: Local Area Networks 3 units  
CSU  
Prerequisite: CIS-1A or 19A.  
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.  
A course on the theory, features and functions of Local Area Networks (LANs). Content includes LAN topologies, protocols and network operating systems. The course covers how LANs are built, what physical cables are used, how those cables are connected and how servers and workstations connect to LANs. The class will explore how LANs are linked to form Wide Area Networks. 54 hours lecture.
CIS-20 - Systems Analysis and Design  3 units
CSU
Prerequisite: CIS-2
Advisory: Students should have a working knowledge of MS Access.
Structured design techniques for the development and implementation of computerized business applications. Includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development, file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory.

CIS-21 - Introduction to Operating Systems  3 units
CSU
Prerequisite: CIS-IA.
Advisory: Concurrent enrollment in CIS-96 or CIS-97 recommended.
An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as DOS, OS/2, UNIX, NT or Windows 95 is used as a case study. File multiprocessing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture.

CIS-21A – Linux Operating System Administration  3 units
CSU
Prerequisite: None.
Advisory: Previous experience with computer concepts, theory and applications such as CIS IA or CIS/CAT 3A.
This course covers operating system concepts, structure, functions, performance, and management. The Linux operating system is specifically studied and analyzed with respect to these concepts. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. 54 hours lecture and 18 hours laboratory.

CIS-22A – Robotics: Introductory Programming  3 units
CSU
Prerequisite: None.
Advisory: Computer skills such as CIS-IA, programming fundamentals such as CIS-5 and concurrent enrollment in CIS-96 or 97.
Introduces the history and theory of behavior-based programming, teaches the skills needed to program a virtual robot. Robot control is delineated into simple behaviors that are easy to program using inexpensive micro-controllers with little memory. No background in robotics is required. 54 hours lecture.

CIS-22B – Robotics: Intermediate Programming  3 units
CSU
Prerequisite: None.
Advisory: CIS-5, concurrent enrollment in CIS-17A or 18A as well as CIS-96 or 97.
This course presents the theory and practice behind robotic programming. It teaches the skills needed for programming a robot and implementing this program in a micro-controller and servo based robotic system. 54 hours lecture.

CIS-23 - Software and End User Support  3 units
CSU
Prerequisite: None.
Advisory: CIS-IA, 1B and concurrent enrollment in CIS-96 or 97.
Study of computer software installation, configuration, maintenance, troubleshooting and optimization, operating system commands and utilities and network software. 54 hours lecture.

CIS-25 - Introduction to Data Communications  3 units
CSU
Prerequisite: CIS-IA.
Fundamentals of data communications and network concepts. Emphasis on planning, analyzing, designing, and implementing computer communications networks. 54 hours lecture.

CIS-26A – Cisco Networking Academy 1A  4 units
CSU
Prerequisite: None.
Advisory: CIS-IA, 21 and 23.
This course is designed to provide students with classroom and laboratory experience in current and emerging network technology. Instruction includes, but is not limited to, safety, networking, networking terminology, protocols and network standards. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26B – Cisco Networking Academy 1B  4 units
CSU
Prerequisite: CIS-26A.
This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26C – Cisco Networking Academy 1C  4 units
CSU
Prerequisite: CIS-26B.
This course introduces students to routing concepts of LANs, WANs, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP, dynamic routing and network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.

CIS-26C – Cisco Networking Academy 1D  4 units
CSU
Prerequisite: CIS-26C.
This course introduces students to configure IPX access lists, LAN segmentation using bridges, using routers, using switches, half-duplex Ethernet operations, network segmentation, dynamic routing, and the network administrator’s role and function. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture.
**CIS-26E - Advanced Routing, Semester Five** 4 units  
(Cisco Networking Academy)  
CSU  
Prerequisite: CIS-26D.  
This advanced curriculum trains students to install, configure and operate local- and wide-area networks (LANs and WANs) and dial access services for organizations with networks from 100 to more than 500 nodes with protocols and technologies such as TCP/IP, OSPF, EIGRP, BGP, ISDN, and Frame Relay. Students will learn to configure the CISCO IOS software and configurations required for specific routing protocols. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

**CIS-26F - Remote Access, Semester Six** 4 units  
(Cisco Networking Academy)  
CSU  
Prerequisite: CIS-26E.  
Cisco Semester Six focuses on Remote Access to the network. The course will provide students with learning experiences in asynchronous dial-up, ISDN, DDR, X25, Frame Relay, ODR, WAN backup, queuing, compression, NAT and AAA. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

**CIS-26G - Multilayer Switching, Semester Seven** 4 units  
(Cisco Networking Academy)  
CSU  
Prerequisite: CIS-26F.  
Cisco Semester Seven focuses on Multilayered Switching competencies to the network. The course will provide students with learning experiences in LAN media types, basic switch configurations, VLANS, multiplayer switching, HSRP, multicasting and restricting network access. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

**CIS-26H - Network Troubleshooting, Semester Eight** 4 units  
(Cisco Networking Academy)  
CSU  
Prerequisite: CIS-26G.  
Cisco Semester Eight focuses on Multilayered Network Troubleshooting. The course will provide students with learning experiences in troubleshooting methodologies. It will include Protocol Overview, Management and Diagnostic tools, Troubleshooting TCP/IP, LAN Switches, VLANs, Routing and Switching Processes, Frame Relay, ISDNs and AppleTalk. This course is one of four Cisco-related curricula designed to prepare students for CCNP (Cisco Certified Network Professional) certification examination. 72 hours lecture.

**CIS-27 – Information and Network Security** 3 units  
Prerequisite: None.  
Advisory: CIS-23.  
The increased use of the local area networks, data communications and Internet technologies has also increased the need for information security. The course explores topics related to security technology physical design including firewalls, VPNs, ethical and professional issues, and information security maintenance. The course is an elective in the CIS Discipline’s Networking Certificate program. May be taken a total of two times. 54 hours lecture.

**CIS-28A – MS Access Programming** 3 units  
CSU  
Prerequisite: None.  
Advisory: CIS-5 and concurrent enrollment in CIS-96 or 97.  
Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory.

**CIS-29A – Introduction to Oracle** 3 units  
CSU  
Prerequisite: None.  
Advisory: Working knowledge of the Structured Query Language (SQL).  
This course provides an in-depth introduction to the fundamentals of Oracle. The course will present the following: developing a database schema; creating and maintaining tables; developing and using views and sequences; creating objects and collection types; maintaining integrity and enforcing security. A programming component will include the use of PL/SQL in understanding the PL/SQL syntax; create and manipulate data; managing cursors; working with objects; programming collection types; creating triggers and building packages. The course includes a hands-on component in utilizing the SQL and PL/SQL languages. 54 hours lecture.

**CIS-29B – Oracle Application Development** 3 units  
CSU  
Prerequisite: None.  
Advisory: Working knowledge of the Structured Query Language (SQL).  
This course provides a comprehensive review of creating and maintaining Oracle applications This course will present the following: design and implement efficient database applications; ensure data integrity; use Oracle data types and techniques in application design; perform debugging and implement error handling; apply GUI design principles; develop forms and menus; create tabular, master-detail and matrix reports. Define chart items and graphical displays and integrate forms, reports and charts into one application. The course includes a hands-on component in developing applications. 54 hours lecture.

**CIS-29C – Oracle Database and Server** 3 units  
CSU  
Prerequisite: None.  
Advisory: Working knowledge of the Structured Query Language (SQL).  
This course provides an in-depth introduction to the fundamentals of Oracle. The course will present the following: design and implement efficient database applications; ensure data integrity; use Oracle data types and techniques in application design; perform debugging and implement error handling; apply GUI design principles; develop forms and menus; create tabular, master-detail and matrix reports. Define chart items and graphical displays and integrate forms, reports and charts into one application. The course includes a hands-on component in developing applications. 54 hours lecture.

**CIS-34A - Introduction to Microsoft Word** 1.5 units  
for Windows (Same as CAT-34A)  
CSU  
Prerequisite: None.  
Skill development in the use of Microsoft Word for Windows for Word Processing. For non-Office Administration majors. 27 hours lecture and 18 hours laboratory.
CIS-34B - Intermediate Microsoft Word for Windows (Same as CAT-34B) 1.5 units

CSU

Prerequisite: None.
Advisory: CIS/CAT-34A or 3 recommended.

Provides a continuation of instruction in Microsoft Word for Windows to students who have taken the introductory level and would like to further their skills in word processing applications. Not open to Office Administration majors. 27 hours lecture and 18 hours laboratory.

CIS-35 – Introduction to Simulation and Game Development 3 units

Prerequisite: None.
Advisory: Concurrent enrollment in CIS 96 or 97.

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory.

CIS-36 – Introduction to Computer Game Design 3 units

Prerequisite: None.
Advisory: Concurrent enrollment in CIS 96 or 97.

An introduction to the fundamental techniques, concepts, and vocabulary of computer game design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory.

CIS-37 – Beginning Level Design for Computer Games 3 units

Prerequisite: None.
Advisory: Concurrent enrollment in CIS 96 or 97.

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 2D computer games using a software tool such as GameMaker. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

CIS-38A – Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations 4 units

Prerequisite: None.
Advisory: Concurrent enrollment in CIS 96 or 97.

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using 3D meshes and splines, applying basic surface detailing, understanding how model design affects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. 54 hours lecture and 54 hours laboratory.

CIS-38B – Simulation and Gaming/3D Animation 4 units

Prerequisite: CIS 38A.

Create both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. 54 hours lecture and 54 hours laboratory.

CIS-38C – Simulation and Gaming/3D Dynamics 4 units

Prerequisite: CIS-38B.

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. 54 hours lecture and 54 hours laboratory.

CIS-38 – Simulation and Gaming/3D Animation 4 units

Prerequisite: CIS-38A.

A continuation of the techniques, concepts, and vocabulary of computer game simulation. Students will explore how to model both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. 54 hours lecture and 54 hours laboratory.

CIS-41 - Supporting Microsoft Windows 2000 Professional 3 units

CSU

Prerequisite: CIS-19A.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.

This course prepares the student to install, configure and support Microsoft Windows 2000 Professional operating system. Provides hands-on experience with standard installation, network connectivity, troubleshooting and security. Offers in-depth study of the major functions and features of Windows 2000 Professional as a client operating system. Lecture provides the student with the theoretical aspects of the operating system; hands-on projects give the student experience with the processes involved in Windows 2000 Professional management. 54 hours lecture.

CIS-52 – Introduction to PDAs 1.5 units

Prerequisite: None.

An introduction to Personal Digital Assistant (PDA) devices using the Palm OS. This short course is designed to teach students the use of PDAs in maintaining electronic calendars, scheduling appointments, creating address books, communicating via email, connecting to the Internet and working with MS Office applications. 27 hours lecture.

CIS-54A – Introduction to Flash 3 units

Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet recommended. CIS-95A and concurrent enrollment in CIS-96 or CIS-97 recommended.

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture.
CIS-65A – Designing Web Graphics 3 units
(Same as CAT-56A)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet. Concurrent enrollment in CIS-96 or 97.
This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe PhotoShop and ImageReady. 54 hours lecture and 18 hours laboratory.

CIS-60 - Introduction to Microsoft Access 1.5 units
(Same as CAT-60)
Prerequisite: None.
Introduction to database management using Microsoft Access. Creating a database, sorting, indexing, creating reports and forms will be covered. 27 hours lecture and 18 hours laboratory.

CIS-61 – Introduction to Database Theory 3 units
Prerequisite: None.
This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using “Entity-Relationship” models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

CIS-62 – Microsoft Access DBMS: Comprehensive 3 units
Prerequisite: None.
Advisory: Previous computer experience recommended.
This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory.

CIS-63 – Introduction to Structured Query Language (SQL) 3 units
Prerequisite: None.
This course provides an introduction to the relational database management system industry standard – Structured Query Language (SQL). Students will analyze, design and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both SELECT and action queries (DML) JOINS, UNIONS, DIFFERENCES and subquery statements will be covered. Both the Access and Oracle DBMS SQL statements will be covered. 54 hours lecture.

CIS-65 - Introduction to Microsoft PowerPoint 1.5 units
(Same as CAT-65)
Prerequisite: None.
Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory.

CIS-62A – Introduction to Web Page Creation 1.5 units
(Same as CAT-72A)
Prerequisite: None.
Advisory: Competency in the use of a computer, familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.
An introduction to Web page creation using Extensible HyperText Markup Language (XHTML). Use XHTML to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory.

CIS-72B – Intermediate Web Page Creation 1.5 units
using Cascading Style Sheets (CSS)
(Same as CAT-72B)
Prerequisite: None.
Advisory: Knowledge of HTML and the Internet recommended. CIS/CAT-72A and CIS-95A and concurrent enrollment in CIS-96 or 97.
Intermediate Web page creation using cascading style sheets (CSS) to format and lay out Web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory.

CIS-72C – Introduction to XML 1.5 units
Prerequisite: None.
Advisory: Knowledge of HTML and CSS recommended. Concurrent enrollment in CIS-96 or 97 recommended.
Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture.

CIS-73A - Introduction to Multimedia Authoring 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
Introduction to the fundamentals of interactive multimedia authoring. There is an emphasis on producing applications incorporating text, audio, graphics, animation and digitized video which effectively communicate to the user. 54 hours lecture.

CIS-76A – Website Creation using Microsoft FrontPage 3 units
(Same as CAT-76A)
Prerequisite: None.
Advisory: Competency in using the Internet and in managing files and folders recommended. CIS-95A and concurrent enrollment in CIS-96 or 97 recommended.
Learn to design, create, publish and maintain quality Web sites using Microsoft FrontPage. Use FrontPage to streamline and automate Web site management. Features include hyperlinks, navigation bars, image maps, tables, frames, forms, databases, site maps, discussion groups, themes, shared borders cascading style sheets, hover buttons and Dynamic HTML effects. 54 hours lecture.

CIS-76B – Introduction to Dreamweaver 3 units
(Same as CAT-76B)
Prerequisite: None.
Advisory: Competency in the use of a computer and familiarity with the Internet. CIS-95A and concurrent enrollment in CIS-96 or 97.
This course provides students with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Dreamweaver. The course uses Dreamweaver to streamline and automate Web site management on your web site. 54 hours lecture and 18 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-78A</td>
<td>Introduction to Adobe Photoshop</td>
<td>3</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CIS-96 or 97.</td>
</tr>
<tr>
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<tr>
<td>CIS-78B</td>
<td>Advanced Adobe Photoshop</td>
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<td>Concurrent enrollment in CAT/CIS-96 or 97.</td>
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<tr>
<td>CIS-79</td>
<td>Introduction to Adobe Illustrator</td>
<td>3</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CIS-96 or 97.</td>
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<tr>
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<td>CIS-80</td>
<td>Word Processing: Microsoft Word</td>
<td>3</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CIS-96 or 97.</td>
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<tr>
<td>(Same as CAT-80)</td>
<td>for Windows</td>
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<tr>
<td>CIS-81</td>
<td>Introduction to Desktop Publishing</td>
<td>3</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CAT-96 or 97.</td>
</tr>
<tr>
<td>(Same as CAT-81)</td>
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<tr>
<td>CIS-82A</td>
<td>MOSPrep Microsoft Word-Core Level</td>
<td>1</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CAT-96 or 97.</td>
</tr>
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<td>(Same as CAT-82A)</td>
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<tr>
<td>CIS-82B</td>
<td>MOSPrep: Microsoft Word- Expert Level</td>
<td>1</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CAT-96 or 97.</td>
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<tr>
<td>CIS-83A</td>
<td>MOSPrep: Microsoft Excel- Core Level</td>
<td>1</td>
<td>None.</td>
<td>Concurrent enrollment in CAT/CAT-96 or 97.</td>
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<tr>
<td>CIS-83B</td>
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<td>None.</td>
<td>Concurrent enrollment in CAT/CAT-96 or 97.</td>
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<tr>
<td>(Same as CAT-84)</td>
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</table>

CIS-78A - Introduction to Adobe Photoshop
(Same as CAT-78)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory.

CIS-78B - Advanced Adobe Photoshop
(Same as CAT-82B)
Prerequisite: CIS/CAT-78A.
Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Advanced techniques and methods for using Adobe Photoshop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting, and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory.

CIS-79 - Introduction to Adobe Illustrator
(Same as CAT-79)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT/CIS-96 or 97.

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory.

CIS-80 - Word Processing: Microsoft Word
(Same as CAT-80)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT/CIS-96 or 97 recommended. Recommend typing knowledge/skills with at least 40 WPM.

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CIS-81 - Introduction to Desktop Publishing
(Same as CAT-81)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT/CAT-96 or 97.

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory.

CIS-82A - MOSPrep Microsoft Word-Core Level
(Same as CAT-82A)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, 34A or 80 and concurrent enrollment in CAT/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Program in the Word application, core level. The course provides direction for students to develop the necessary skills to perform standard and complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-82B - MOSPrep: Microsoft Word- Expert Level
(Same as CAT-82B)
Prerequisite: None.
Advisory: CIS-1B, CIS/CAT-34B, 80 or 82A and concurrent enrollment in CAT/CIS-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Word application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Word. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-83A - MOSPrep: Microsoft Excel- Core Level
(Same as CAT-83A)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3 or 98A and concurrent enrollment in CAT/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Excel application, core level. The course provides direction for students to develop the necessary skills to perform tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-83B - MOSPrep: Microsoft Excel-Expert Level
(Same as CAT-83B)
Prerequisite: None.
Advisory: CIS-1B, CIS/CAT-3 or 98A and concurrent enrollment in CAT/CAT-96 or 97.

This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Excel application, expert level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Excel. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-84 - Word Processing: WordPerfect for Windows
(Same as CAT-84)
Prerequisite: None.
Advisory: Concurrent enrollment in CAT/CAT-96 or 97, and typing knowledge/skills with at least 40 WPM.

This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.
CIS-85 - MOSPrep Microsoft Access-Core Level  
(3) 
(3)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, or 60 and concurrent enrollment in CIS/CAT-96 or CIS/CAT-97.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Access application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Access. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-86 - MOSPrep Microsoft PowerPoint-I  
(3)
Comprehensive Level
(3)
Prerequisite: None.
Advisory: CIS-1A, CIS/CAT-3, or 65 and concurrent enrollment in CIS/CAT-96 or 97.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the PowerPoint application, comprehensive level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft PowerPoint. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-87 - MOSPrep Microsoft Outlook-Core Level  
(3)
Prerequisite: None.
Advisory: CIS/CAT-90 and concurrent enrollment in CIS/CAT-96 or 97.
This course is structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist Program (MOS) in the Outlook application, core level. The course provides direction for students to develop the necessary skills to perform complex tasks in Microsoft Outlook. Software will be utilized to provide computer-based learning and student assessment tools to complete projects for the MOS exam. May be taken a total of two times. 18 hours lecture and 18 hours laboratory. CR-NC only.

CIS-90 – Microsoft Outlook  
(3)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 97.
Limitation on enrollment: This course is not recommended for AOL users.
This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company and on the Internet. 54 hours lecture and 18 hours laboratory.

CIS-91 – Microsoft Project  
(3)
Prerequisite: None.
This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory.

CIS-93 – Computers for Beginners  
(3)
Prerequisite: None.
This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory.

CIS-95A - Introduction to the Internet  
(1.5)
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or 97 recommended.
Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the internet using personal computers. 27 hours lecture.

CIS-95B – Preparation for Online Learning  
(1)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS/CAT-96 or 97 recommended.
An introduction to the skills necessary to successfully complete a class on the Internet. Introduction to the Internet and the World Wide Web, managing email, online services, search engine techniques and WebCT basics are covered through lecture, discussion and hands-on computer assignments. 18 hours lecture.

CIS-96 - Practicum in Computers  
(0.5)
Prerequisite: None.
Self-paced, competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-96A - Practicum in Computers  
(0.25)
Prerequisite: None.
Self-paced, competency based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 13.5 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)

CIS-97 - Practicum in Computers  
(1)
Prerequisite: None.
Self-paced competency-based skill development in computer usage for any RCC student concurrently enrolled in any RCC non-computer practicum course. Instruction is given on an individualized basis using personal consultation with the student. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only.)
CIS-98A - Introduction to Excel 1.5 units
(Same as CAT-98A)
Prerequisite: None.
Advisory: Concurrent enrollment in CIS-96 or CIS-97.
Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory.

CIS-98B - Advanced Excel 1.5 units
(Same as CAT-98B)
Prerequisite: CIS/CAT-98A.
Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory.

CIS-200 - Computer Information Systems 1-2-3-4 units
Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CONSTRUCTION TECHNOLOGY

CON-51 - Principles of Roofing I 3 units
Prerequisite: None.
This course provides roofing apprentices with an overview of the roofing apprenticeship program; the requirements of being an apprentice; safety in the industry; types, styles and structural designs of roofs, tools, materials and equipment of the trade and first aid procedures. (FT) Credit can be earned toward the associate degree. 54 hours lecture and 18 hours laboratory.

CON-52 - Principles of Roofing II 3 units
Prerequisite: None.
This course covers built-up roofing, and includes such topics as safety, roof preparation, handling of built-up roofing materials, mopping operations, application of built roof assemblies, insulation and its application, cutting and folding corners, sumps and drains; and flashing. 54 hours lecture and 18 hours laboratory.

CON-53 - Principles of Roofing III 3 units
Prerequisite: None.
This course covers rigid roofing and asphalt and wood shingling. Content topics include hoisting and handling of rigid roofing materials, types of tile, slate and rigid asbestos shingles, other rigid roofing materials, application of asphalt shingles in new construction, reroofing with asphalt shingles, application of roll roofing, and application of wood shingles and shakes. 54 hours lecture and 18 hours laboratory.

CON-54 - Principles of Roofing IV 3 units
Prerequisite: None.
This course covers common roofing and waterproofing materials and equipment as well as cold-applied roofing systems and waterproofing and dampproofing. 54 hours lecture and 18 hours laboratory.

CON-55 - Principles of Roofing V 3 units
Prerequisite: None.
This course provides roofing apprentices with an overview of the roofing apprenticeship program; the requirements of being an apprentice; safety in the industry; types, styles and structural designs of roofs, tools, materials and equipment of the trade and first aid procedures. (FT) Credit can be earned toward the associate degree. 54 hours lecture and 18 hours laboratory.

CON-56 - Principles of Roofing VI 3 units
Prerequisite: None.
This course covers plans and specifications as used in the roofing industry. Content includes regulations governing the roofing and waterproofing industry; overview of blueprints; overview of specifications; mathematics; and common measurement and calculation problems. 54 hours lecture and 18 hours laboratory.

CON-57 - Special Topics in Roofing 1-4 units
Prerequisite: None.
Continued lecture and lab practice for properly indentured apprentices. Instruction topics will relate to the specific apprenticeship program the student is indentured into. Hours and units vary.

CON-60 - Introduction to Construction 3 units
Prerequisite: None.
An overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting and production work normally associated with construction. An overview of how building codes affect the design, materials and methods of constructing buildings and other projects. Students will be expected to participate in several field trips. 54 hours lecture.

CON-61 - Materials of Construction 3 units
Prerequisite: None.
An introduction to the materials used in the construction of buildings; identification of materials, their properties, and uses. The characteristics and properties of such materials as concrete, steel, timber, masonry, plaster, roofing, and all other structural and ornamental materials. 54 hours lecture.

CON-62 - Blueprint Reading 3 units
Prerequisite: None.
This course will provide an overview of construction blueprint and specification reading, the relationship of drawings and specifications to the contract and responsibilities of the inspector in interpreting the contract documents and in the inspection of the work. 54 hours lecture.

CON-63A - Uniform Building Code and Ordinances 3 units
Prerequisite: None.
Use of the Uniform Building Code and the various related state and local ordinances in plan checking various building types for compliance with the codes and ordinances. 54 hours lecture.
CON-70 - Fundamentals of Soil Technology 3 units
Prerequisite: None.
Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristics is covered. Methods of observation and foundation types are considered in detail. A survey of engineering and analysis is made. 54 hours lecture.

CON-71 - Energy Conservation Standards 1.5 units
Prerequisite: None.
Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture.

CON-72 - California State Accessibility Standards 1.5 units
Prerequisite: None.
This course examines the provisions of Title 24 accessibility standards of the California Uniform Building Code for application in the construction industry. These legal requirements establish minimum facility accessibility standards and requirements to provide or improve access to and use by people with physical disabilities. Students will gain an understanding of the legal requirements and will interpret, analyze and apply these provisions to various construction, alteration, remodeling, repair and use of building and related facilities. 27 hours lecture.

CON-73 - Project Planning for Site Construction 3 units
Prerequisite: None.
Organization, procedures and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state and federal agencies. 54 hours lecture.

CON-63BCD - Analysis of Revisions to the Uniform Building Code 3 units
Prerequisite: CON-63A.
An analysis which discusses the changes, amendments, and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture.

CON-64 - Office Procedure and Field Inspection 3 units
Prerequisite: None.
Office organization, procedures and necessary paperwork pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Several field trips. 54 hours lecture.

CON-65 - Plumbing Code 3 units
Prerequisite: None.
Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-66 - National Electrical Code 3 units
Prerequisite: None.
Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-67 - Mechanical Code 3 units
Prerequisite: None.
Review of mechanical systems including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture.

CON-68 - Simplified Engineering for Building Inspectors 3 units
Prerequisite: None.
Introduction to basic engineering. Fundamental static and stress formulae. Shear and moment diagrams and their applications. Properties of sections and their use. Design of wood joists, beams, posts and use of tables with practical composite design applications. 54 hours lecture.

CON-69 - Introduction to Masonry I 2 units
Prerequisite: None.
Overview of the masonry trade including the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students fundamentals and supply the opportunity for skill development. The course prepares students for entry level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-81 - Introduction to Masonry II 2 units
Prerequisite: None.
Continued study of the masonry trade including a review of the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students advanced fundamentals of masonry construction, material estimation and procurement and supply the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-82 - Introduction to Masonry III 2 units
Prerequisite: None.
Continued study of the masonry trade including a review of the history and origin of masonry construction, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Lecture and laboratory hours teach students advanced fundamentals of masonry construction, material estimation and procurement and supply the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-83 - Masonry IV 2 units
Prerequisite: None.
Course provides bricklaying students with material handling and storage procedures for advanced laying techniques, joints, corners and corner poles. Provides instruction in the handling and storage of brick and block, brick and CMU, control and expansion, joints and masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.
CON-84 - Masonry IV
Prerequisite: None.
Course provides bricklaying students with procedures for installing flashing and counter flashing, and safety precautions when doing elevated masonry, reading commercial and residential drawings, adverse weather conditions, insulation, window and door openings and piers, columns and pilasters. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-85 - Masonry V
Prerequisite: None.
Course provides bricklaying students with basic procedures for working safely on walk and work surfaces, basic construction techniques for panels, prisms, arches, decorative pattern bonds, stone work and residential masonry. Lecture and laboratory hours teach students fundamentals and provide the opportunity for further skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-86 - Masonry VI
Prerequisite: None.
Course provides students with basics of glass block, refractory masonry, structural glazed tile, repair and restoration, panel construction, brick paving, and welding. Lecture and laboratory hours teach students fundamentals and provide the opportunity for skill development. The course prepares students for entry-level positions in the field of masonry, in addition to serving as related instruction for the requirements of the Division of Apprenticeship Standards. May be taken a total of three times. 18 hours lecture and 54 hours laboratory.

CON-200 - Construction Work Experience
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

COSMETOLOGY
The cosmetology curriculum consists of a minimum of, but not limited to 1600 hours of instruction and requires a 2.0 average or higher in each of the 5 sequential courses to earn 35 units of college credit and a Certificate of Completion in Cosmetology. It prepares the student to qualify for the California State Board of Barbering and Cosmetology examination and the workforce. Upon passing the state examination, the student will be issued a cosmetologist license by the California State Board of Barbering and Cosmetology. Consult the Schedule of Classes for admittance and registration periods.

Requirements for Enrollment
1. File application with Cosmetology Department.
2. Send one copy of high school transcript to Admissions and Records Office. (If tenth grade has not been completed, make application for equivalency test.)
3. Approximate cost to student:
   (Prices for the kit and textbooks are subject to change, which is beyond our control.) Please call the Cosmetology Department for exact prices (909) 222-8185.
   a) Cosmetology Principles and Practices - approximately $2,000-$2,300 for the total program.
   b) Manicuring and Pedicuring - approximately $300-400 for the total program.
   c) Esthetician - approximately $1,000 for the total program.

COS-60A - Beginning Cosmetology Concepts
Prerequisite: None.
An introduction to Cosmetology level I basics in professional ethics, hygiene, professional image and personality growth and development. California State Board of Cosmetology Rules and Regulations are introduced at this level. Theory subjects include: bacteriology, sanitation and disinfection, trichology, and safety with hazardous chemicals. Instruction in basic techniques and manipulative skills include: hair cutting, permanent waving, hair color, press and curl, and manicure. May be taken a total of two times. 108 hours lecture and 222 hours laboratory.

COS-60B - Level II Cosmetology Concepts
Prerequisite: COS-60A.
Designed to prepare the student for a career in Cosmetology. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology exam. This level contains anatomy and physiology nail disorders and diseases, skin disorders and diseases, level II hair coloring, and bleaching theory. Intermediate instructions in manipulative skills and in basic techniques of artificial eyelash application, facial masks and packs, corrective make-up, level II hair cutting, acid permanent waving, soft permanent waving, bleaching and toning, hair coloring special effects, acrylic nails manicuring. May be taken a total of two times. 90 hours technical instruction and 240 hours laboratory.

COS-60C - Level III Cosmetology Concepts
Prerequisite: COS-60B.
A study of hair color problem solving, electricity, electrical facial, product knowledge, telephone techniques, appointment booking and lab procedures. Instruction in manipulative skills and application to patron services of chemical formulating and dispensing, electrical facials, including high frequency, faradic, sinusoidal, and galvanic currents, dermal lights, creative makeup techniques, nails tips, nail wraps and repair and waxing. May be taken a total of two times. 90 hours technical instruction and 240 hours laboratory.

COS-60D - Level IV Cosmetology Concepts
Prerequisite: COS-60C.
State Board preparation: all related cosmetology theory subjects of the State Board examination will be studied in depth, as preparation for the State Board examination and laboratory application of each operation as it will be performed at State Board. 42 hours lecture/demonstration and 288 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-60A</td>
<td>Level I Cosmetology Concepts</td>
<td>7</td>
<td>COS-60D</td>
<td>A study of safety and related hazardous chemicals, principles of salon management, employment skills and opportunities, retailing and salesmanship, and current fashion concepts of hair styling. Advanced level instruction and practice of salon clinic principles, chemical hair relaxing, manicuring, facials, pedicuring, and current fashion concepts of hair styling. 42 hours lecture/demonstration and 288 hours laboratory.</td>
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<tr>
<td>COS-60E1</td>
<td>Level V Cosmetology Concepts</td>
<td>3.5</td>
<td>COS-60A</td>
<td>A study of principles of salon design and employment skills will be explored. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. May be taken a total of two times. 21 hours lecture and 144 hours laboratory.</td>
</tr>
<tr>
<td>COS-60E2</td>
<td>Level V Cosmetology Concepts</td>
<td>3.5</td>
<td>COS-60E-1</td>
<td>An in-depth study relating principles of retailing, advertising and marketing. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. May be taken a total of two times. 21 hours lecture and 144 hours laboratory.</td>
</tr>
<tr>
<td>COS-61A</td>
<td>Level I Cosmetology Instructor Concepts</td>
<td>7</td>
<td>None</td>
<td>Limitation on enrollment: Cosmetology license issued by the State of California. This course is offered for experienced cosmetologists to become qualified instructors. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering &amp; Cosmetology examination. Subsequent enrollment in section B will provide the student an opportunity for additional skill and competency within the subject matter. 54 hours of lecture/technical instruction and 246 hours laboratory.</td>
</tr>
<tr>
<td>COS-61B</td>
<td>Level I Cosmetology Instructor Concepts</td>
<td>7</td>
<td>COS-61A</td>
<td>This course is offered for the experienced cosmetologists to become a qualified instructor. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering &amp; Cosmetology examination. 54 hours of lecture/technical instruction and 246 hours laboratory.</td>
</tr>
<tr>
<td>COS-62A</td>
<td>Level I Esthetician Concepts</td>
<td>8.5</td>
<td>None</td>
<td>The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the first semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the state board Rules and Regulations, Cosmetology Act, related chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, ergonomics, beginning hazardous chemicals, client protection and safety, level I anatomy, level I physiology, histology of the skin, manual facials daytime make-up, eyebrow arching and hair removal (wax, tweezers and depilatories), application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.</td>
</tr>
<tr>
<td>COS-62B</td>
<td>Level II Esthetician Concepts</td>
<td>8.5</td>
<td>COS-62A</td>
<td>The esthetician course is designed to prepare the student for a career in skin care and make-up. This is the second semester of a two semester course consisting of 600 total hours. The course is designed to prepare the student for the California State Board of Barbering and Cosmetology esthetics exam. The course contains the state board Rules and Regulations, Cosmetology Act, level II chemistry, bacteriology, disinfection and sanitation, material safety data sheets, first aid, level II hazardous chemicals, client protection and safety, level II anatomy, level II physiology, histology of the skin, level II electrical facials (including all modalities) eyebrow arching and hair removal (wax, tweezers and depilatories) corrective make-up, application of artificial eyelashes (strip and individual) and the predisposition test for all chemicals. 95 hours of lecture and 205 hours of laboratory.</td>
</tr>
<tr>
<td>COS-64A</td>
<td>Manicuring and Pedicuring</td>
<td>5</td>
<td>None</td>
<td>Courses will be taken in alphabetical sequence regardless which semester enrollment begins. This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in section B will provide the student with an opportunity for additional skill and competency development within the subject matter. 202 hours lecture - demonstration/laboratory.</td>
</tr>
<tr>
<td>COS-64B</td>
<td>Manicuring and Pedicuring</td>
<td>5</td>
<td>COS-64A</td>
<td>Courses will be taken in alphabetical sequence regardless which semester enrollment begins. This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in section B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. 202 hours lecture - demonstration/laboratory.</td>
</tr>
<tr>
<td>COS-67ABCD</td>
<td>New Trends and Techniques</td>
<td>2</td>
<td>None in Hairdressing</td>
<td>Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in sections B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.</td>
</tr>
</tbody>
</table>
COS-68A - Principles and Practices of Competition Hairstyling 2 units
Prerequisite: None.
Limitation on enrollment: Currently enrolled cosmetology students.
A specialized course to develop precision performance in hair design at an advanced level of competency. The students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory.

COS-68B - Special Artistic Effects Used in Competition Hairstyling 2 units
Prerequisite: None.
Limitation on enrollment: Currently enrolled cosmetology students.
A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.

COS-69ABCD - Men's Hair Design 2 units
Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.
Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

COS-200 – Cosmetology Work Experience 1-2-3-4 units
CSU* Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

CULINARY ARTS

CUL-20 - Fundamentals of Baking I 2 units
Prerequisite: None.
Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-21 - Fundamentals of Baking II 2 units
Prerequisite: None.
Advisory: CUL-20. Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including; types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-22 - Cake Decorating I 2 units
Prerequisite: None.
This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-23 - Advanced Cake Decorating 2 units
Prerequisite: CUL-22.
Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste - dark, white and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. May be taken a total of three times. 27 hours lecture and 27 hours laboratory.

CUL-24 - Techniques of Garde Manger 2 Units
Prerequisite: None
This class teaches techniques used to present cold foods that are artistically beautiful and delicious. Students will learn garnishing techniques using fruits and vegetables as well as carving techniques using salt dough, tallow, weaver’s dough and ice. Special emphasis will be placed on making foods as delicious as they are beautiful. Course topics will include garnishes, salads, sandwiches, crudités, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. May be taken a total of four times. 18 hours lecture, 54 hours laboratory.

CUL-36 - Introduction to Culinary Arts 8 units
Prerequisite: None
Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.
Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.
CUL-37 - Intermediate Culinary Arts 8 units  
Prerequisite: CUL-36. 
Limitation on Enrollment: Negative TB test/chest x-ray within the last three years. 
Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture, and 307 hours laboratory.

CUL-38 - Advanced Culinary Arts 8 units  
Prerequisite: CUL-37. 
Limitation on enrollment: Negative TB test/chest x-ray within the last three years. 
This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and Restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

CUL-40 – Professional Waitstaff Training .5 unit  
Prerequisite: None. 
This course introduces the skills, techniques and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette. 9 hours lecture and 9 hours laboratory.

CUL-41 – Wine and Food Pairing 2 units  
Prerequisite: None. 
Limitation on enrollment: Students must be at least 21 years old to sample wines. 
This course introduces characteristics of different wine families, the varietals within each family and the characteristics of each varietal that can be used to select the best wine to compliment a dish. Students will learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Students will learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Students will learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Wines will be sampled during class. 36 hours lecture.

CUL-42 – International Cuisine 2 units  
Prerequisite: None. 
This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one’s own. 18 hours lecture and 54 hours laboratory.

CUL-200 – Culinary Arts Work Experience 1-2-3-4 units  
Prerequisite: None. 
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. 
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

DANCE

ACADEMIC COURSES

DAN-3 - World Dance Survey 2 units  
UC, CSU 
Prerequisite: None. 
This course is designed to introduce students to dance technique from a specific regional area, culture or ethnic group. International styles to be studied might include Spanish, Balinese, Flamenco and will be the choice of the instructor. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

DAN-4 - Music for Dance 2 units  
UC, CSU 
Prerequisite: None. 
Music for Dance is designed to develop the skills necessary for a dancer/choreographer/musician to make the best use of sound in relationship to movement. The student will gain the tools needed to communicate intelligently with the composer/musician and dancer/choreographer. 18 hours lecture and 54 hours laboratory.

DAN-5 - Introduction to Movement Education for Preschool and Elementary Children 3 units  
CSU 
Prerequisite: None. 
An individualized approach to teaching children to become aware of their physical abilities through the use of movement and dance in the classroom. 45 hours lecture and 27 hours laboratory.

DAN-6 - Dance Appreciation 3 units  
UC, CSU 
Prerequisite: None. 
A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture.
DAN-7 - Choreography I 2 units
UC, CSU
Prerequisite: DAN-6 or concurrent enrollment in DAN-6.
The study of dance as an art form with emphasis on the basic elements and forms of dance composition. 18 hours lecture and 54 hours laboratory.

DAN-8 - Choreography II 2 units
UC, CSU
Prerequisite: DAN-7
The continuing study of dance as an art form with emphasis on exploring space, time and energy as elements of choreographic style on the intermediate level. 18 hours lecture and 54 hours laboratory.

DAN-9 – Choreography III 2 units
UC, CSU
Prerequisite: DAN-8.
The continuing study of dance composition with emphasis on improvisation as a choreographic tool. 18 hours lecture and 54 hours laboratory.

ACTIVITY COURSES

DAN-D9 - Concert Dance Ensemble .5 unit
UC, CSU
Prerequisite: None.
Advisory: High competence in performance area.
Limitation on enrollment: Audition on or before the first class meeting.
This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. May be taken a total of four times. 27 hours laboratory.

DAN-D10 - Dance Performance 3 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
This course provides the opportunity for students to rehearse and perform in the Student Dance Concert. Auditions are held to determine technical and choreographic skill. Student and faculty dances are performed in concert. May be taken a total of four times. 162 hours laboratory.

DAN-D11 - Rehearsal and Performance 2 units
UC, CSU
Prerequisite: None.
Advisory: DAN-D22 or D38 or equivalent dance experience.
Limitation on enrollment: Audition on or before the first class meeting.
In this course, the student develops material for lecture-demonstrations, master classes and mini-concerts. It involves development of the material as well as rehearsal and performance. May be taken a total of four times. 108 hours laboratory.

DAN-D12 - Dance Touring Ensemble 2 units
UC, CSU
Prerequisite: DAN-D11.
The student will develop ensemble performance skills through creating, rehearsing and performing a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble school performance season. May be taken a total of four times. 108 hours laboratory.

DAN-D13 - Dance Repertoire, Modern 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Develop a concert repertoire in the genre of modern dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D14 - Dance Repertoire, Jazz 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Develop a concert repertoire in the genre of jazz, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D15 - Dance Repertoire, Ballet 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Develop a concert repertoire in the genre of ballet, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D16 - Dance Repertoire, Tap 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Develop a concert repertoire in the genre of tap, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.

DAN-D17 - Dance Repertoire, Ethnic 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Develop a concert repertoire in the genre of ethnic dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. May be taken a total of four times. 54 hours laboratory.
DAN-D18 - Dance Performance Production 1 unit
UC, CSU
Prerequisite: None.
Corequisite: DAN-D10.
Directed dance projects for stage, integrating all aspects of choreographic design with the elements of theatre production resulting in the public studio or stage performance of works-in-progress or completed works during the semester. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

DAN-D19 - Conditioning for Dance 1 unit
UC, CSU
Prerequisite: None.
Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

DAN-D20 - Introduction to Social Dance 1 unit
UC, CSU
Prerequisite: None.
This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. May be taken a total of four times. 54 hours laboratory.

DAN-D21 - Ballet, Beginning 1 unit
UC, CSU
Prerequisite: None.
This class will provide an opportunity to learn, practice and apply fundamental ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D22 - Ballet, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Learn, practice and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Introduce the study of historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. 54 hours laboratory.

DAN-D23 - Ballet, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D22.
Learn, practice and apply intermediate ballet skills learned in intermediate ballet toward the refinement of technical and artistic expression characteristic of advanced level technique. The study of historical and cultural context of ballet will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D24 - Pointe Technique, Beginning 1 unit
UC, CSU
Prerequisite: DAN-D22 or 23.
Introduction and development of the technical aspects of pointe work in the ballet curriculum. Beginning skills will be the foundation for more demanding vocabulary at the barre, in center work, pirouette technique and turns across the floor. May be taken a total of four times. 54 hours laboratory.

DAN-D25 - Floor Barre 1 unit
UC, CSU
Prerequisite: None.
This course is designed for students of all levels. Students will concentrate on ballet-based floor exercises designed to build strength and true alignment of the body. By improving flexibility and agility, the students will learn how to prevent injuries and increase movement longevity. May be taken a total of four times. 54 hours laboratory.

DAN-D30 - Social Dance Styles 1 unit
UC, CSU
Prerequisite: None.
This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. May be taken a total of four times. 54 hours laboratory.

DAN-D32 - Jazz, Beginning 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. May be taken a total of four times. 54 hours laboratory.

DAN-D33 - Jazz, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. May be taken a total of four times. 54 hours laboratory.

DAN-D34 - Jazz, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D33.
Learn, practice and apply intermediate jazz dance skills learned in intermediate jazz toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of jazz dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D37 - Modern Dance, Beginning 1 unit
UC, CSU
Prerequisite: None.
Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory.

DAN-D38 - Modern Dance, Intermediate 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory.
DAN-D39 - Modern Dance, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D38.
Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward the refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. 54 hours laboratory.

DAN-D40 - Modern Dance, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D39.
Learn, practice and apply advanced modern dance skills and vocabulary. Concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova. May be taken a total of four times. 27 hours laboratory.

DAN-D41 - Dance Techniques for Musical Theater .5 unit
UC, CSU
Prerequisite: None.
Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.

DAN-D42 - Dance and Theory 1 unit
UC, CSU
Prerequisite: None.
The study of historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.

DAN-D43 - Tap Beginning 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Learn, practice and apply basic tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. May be taken a total of four times. 54 hours laboratory.

DAN-D44 - Tap, Intermediate 1 unit
UC, CSU
Prerequisite: None.
This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. 27 hours laboratory.

DAN-D45 - Tap, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D44.
Learn, practice and apply intermediate tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. May be taken a total of four times. 54 hours laboratory.

DAN-D46 - Body Control Mat Work .5 unit
UC, CSU
Prerequisite: None.
This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises emphasize stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. May be taken a total of four times. 27 hours laboratory.

DAN-D47 - Pilates Beginning 1 unit
UC, CSU
Prerequisite: None.
This beginning level course in alignment and correctives work is based on exercises and concepts developed by Joseph Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing and concentration. May be taken a total of four times. 54 hours laboratory.

DAN-D48 - Universal Reformer Technique 1 unit
UC, CSU
Prerequisite: DAN-D47.
Intensive mat work and repertoire on the universal reformer developed by Joseph Pilates will emphasize alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration. May be taken a total of four times. 54 hours laboratory.

DAN-D49 - Pilates, Intermediate 1 unit
UC, CSU
Prerequisite: DAN-D47.
This intermediate level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive strengthening and stretching exercises based on Pilates’ principles. May be taken a total of four times. 54 hours laboratory.

DAN-D50 – Pilates for Dancers 1 unit
UC, CSU
Prerequisite: None.
Conditioning and specialized training for dancers using the Pilates Method for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. May be taken a total of 4 times. 54 hours laboratory.

DAN-D51 - Pilates, Advanced 1 unit
UC, CSU
Prerequisite: DAN-D49.
This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of intensive advanced level strengthening and stretching exercises based on Pilates’ principles. May be taken a total of four times. 54 hours laboratory.

DAN-D60 – Dance Techniques for Musical Theater .5 unit
UC, CSU
Prerequisite: None.
Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. May be taken a total of four times. 27 hours laboratory.

DAN-D61 - Summer Ballet Intensive .5 unit
UC, CSU
Prerequisite: None.
Concentrated focus on a particular ballet technique or style from a visiting guest artist or dance faculty. Techniques or styles to be studied might include turns, jumps, or a comparison of the various schools of ballet such as Balanchine, Cecchetti, Royal Academy of Dance, and Vaganova. May be taken a total of four times. 27 hours laboratory.
DAN-D62 - Summer Jazz Intensive .5 unit
UC, CSU
Prerequisite: None.
Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include hip-hop, Commercial Jazz, Luigi technique, Giordano technique, Broadway Jazz, or Fosse-based dance. May be taken a total of four times. 27 hours laboratory.

DAN-D63 - Summer Modern Dance Intensive .5 unit
UC, CSU
Prerequisite: None.
Designed to provide students with a concentrated focus on a particular modern dance style from a visiting guest artist or dance faculty. Styles to be studied might include rhythm tap, Broadway tap, soft shoe, and tap improvisation. May be taken a total of four times. 27 hours laboratory.

DAN-D64 - Summer Tap Dance Intensive .5 unit
UC, CSU
Prerequisite: None.
Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include Cunningham technique, Limon technique, Dunham technique, or Graham technique. May be taken a total of four times. 27 hours laboratory.

DAN-D65 - Summer World Dance Intensive .5 unit
UC, CSU
Prerequisite: None.
Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. May be taken a total of four times. 27 hours laboratory.

DAN-D66 - Summer Social Dance Intensive .5 unit
UC, CSU
Prerequisite: None.
Designed to provide students with a concentrated focus on a particular jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include tango, lindy hop, paso doble, salsa or nightclub jazz dance style from a visiting guest artist or dance faculty. Styles to be studied might include Balinese dance, Flamenco, Bharat Natyam, Folklorico or Irish step dance. May be taken a total of four times. 27 hours laboratory.

DAN-D67 - Summer Musical Theatre Dance Intensive .5 unit
UC, CSU
Prerequisite: None.
Designed to provide students with a concentrated focus on a particular musical by a visiting guest artist or dance faculty. Musicals to be studied might include “42nd Street,” “Chicago,” “On Your Toes,” “Oklahoma!” or “West Side Story.” May be taken a total of four times. 27 hours laboratory.

DENTAL ASSISTANT

Requirements for Eligibility:
1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD’s “Ability to Benefit” test.
4. Verification of receiving the Hepatitis B vaccination, tetanus, MMR, and TB testing.
Meeting minimum requirements does not guarantee admission into the program.

Selection Process:
The following priority given to those candidates meeting the minimum requirements:
- First Priority Selection: Students meeting all GPA requirements and residing within the District. Applications will be assigned a number and all numbers will be randomly selected. Once the maximum number of students is selected, the other applications will be assigned to a waiting list according to the order they are selected. This waiting list is valid for that year only.
- Second Priority Selection: Students meeting all GPA requirements but not residing within the District. This category will be used only if there are not enough applicants to fill the program needs from the first priority selection category. The number of students selected from the second priority selection pool of applicants will depend on the number of applicants needed to fill the program.

DEA-10 – Introduction to Dental Assisting and Dentistry .5 unit
Prerequisite: None.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course introduces the student to the practice and history of dentistry including dental specialties, legal responsibilities and roles of the dental auxiliary, ethical decision making, dental terminology, dental charting, dental equipment, instrument identification, patient communication skills, and the provision of oral hygiene instructions. 54 hours lecture and 54 hours laboratory.

DEA-20 – Infection Control for Dental Assistants 2 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student to Center of Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infection control standards and protocols, general safety protocols, general description of microorganisms, concepts of disease spread and its prevention, and how to manage hazardous chemicals used in dentistry. 6 hours lecture.

DEA-21 – Introduction to Radiology for Dental Assistants 2 units
Prerequisite: None.
Corequisite: DEA-20.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course includes the production, characteristics, and biological effects of radiation, the function, components and operation of the x-ray unit; radiation protection and monitoring; chemistry and techniques associated with x-ray film development. Introduction to anatomical landmarks, intraoral long-cone radiographic techniques for exposing bitewing, periapical and occlusal films are taught in this course. 18 hours lecture and 54 hours laboratory.
DEA-22 – Introduction to Supervised Externships 1.5 units
Prerequisite: DEA-10.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student supervised clinical experience in chairside dental assisting. The students will be assigned to the RCC Dental Hygiene Clinic and local general practices. 4 hours lecture and 54 hours laboratory.

DEA-23 – Introduction to Dental Sciences 3 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 18 hours lecture and 36 hours laboratory.

DEA-24 – Dental Materials for the Dental Assistant 2 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course includes the manipulation of dental materials commonly prepared and used by the dental assistant including temporary dressings, impression materials, cement bases and liners, topical agents, composites, resins, and amalgam. 18 hours lecture and 54 hours laboratory.

DEA-30 – Intermediate Chairside Dental Assisting 2 units
Prerequisite: DEA-20, 23 and 24.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course covers clinical chairside dental assisting duties of the fabrication and cementation of a temporary crown, fabrication and delivery of bleaching splint, fabrication of a sports mouthguard, armamentarium and procedure for the placement of pit and fissure sealants. 18 hours lecture and 54 hours laboratory.

DEA-31 – Radiology for Dental Assistants 1.5 units
Prerequisite: DEA-20 and 21.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 18 hours lecture and 36 hours laboratory.

DEA-32 – Intermediate Supervised Externships 1 unit
Prerequisite: DEA-20, 22, 24.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course provides the student with supervised clinical experience in chairside dental assisting. The student will be assigned to local general practices where they will assist dentist with basic dental procedures. 2 hours lecture and 36 hours laboratory.

DEA-40A – Advanced Chairside Surgical Dental Assistant 4 units
Prerequisite: DEA-30. (A minimum of two years experience in a dental surgery practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).
Limitation on enrollment: Enrollment in the Dental Assistant Program or valid California Registered Dental Assistant license
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. In addition this course meets the Dental Board of California's licensing requirements for the Registered Surgical Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in a surgical practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, treatment planning, pain and anxiety management, oral and maxillofacial pathology, specific anatomy and physiology of the cardiovascular and circulatory system, and medically compromised patients as they relate to the surgery patient. 47 hours lecture and 99 hours laboratory.

DEA-40B – Advanced Chairside Orthodontic Dental Assistant 3.5 units
Prerequisite: DEA-30. (A minimum of two years experience in a dental orthodontic practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).
Limitation on enrollment: Enrollment in the Dental Assistant Program or valid California Registered Dental Assistant license
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. In addition this course meets the Dental Board of California's licensing requirements for the Registered Orthodontic Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in an orthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the orthodontic patient. 42 hours lecture and 104 hours laboratory.

DEA-40C – Advanced Chairside Restorative Dental Assistant 4.5 units
Prerequisite: DEA-30. (A minimum of two years experience in a dental restorative practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).
Limitation on enrollment: Enrollment in the Dental Assistant Program or valid California Registered Dental Assistant license
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. In addition this course meets the Dental Board of California's licensing requirements for the Registered Restorative Assistant. This course provides specialized knowledge and skills to perform chairside dental assisting in a restorative practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the restorative patient. 47 hours lecture and 104 hours laboratory.
DEA-41 – Dental Office Procedures 4 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Dental Assistant Program
This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course is an introduction to purchasing, inventory and cost control; banking and payroll procedures; billing and insurance procedures; collection of accounts; treatment plan and case presentations; and scheduling of patients. Additionally, the course will prepare the student to develop a resume and interviewing skills. 54 hours lecture and 54 hours laboratory.

DENTAL HYGIENE

DEH-10A - Pre-Clinic Dental Hygiene #1 2.5 units
CSU
Prerequisite: AMY-2A, AMY-2B, MIC-1, ENG-1A, SPE-1.
Corequisite: DEH-11, 12A, 12B, 13, 14, 15, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstrated skill acquisition and level of competency. Students will work on typodonts and classmates. Student will be required to do observations at specific local dental offices. 144 hours laboratory.

DEH-10B - Pre-Clinic Dental Hygiene #2 1 unit
CSU
Prerequisite: None.
Corequisite: DEH-19.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. 54 hours laboratory.

DEH-11 - Principles of Dental Hygiene 2 units
CSU
Prerequisite: AMY-2A, AMY-2B, ENG-1A, SPE-1.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. 36 hours lecture.

DEH-12A - Principles of Oral Radiology 1 unit
CSU
Prerequisite: AMY-2A, ENG-1A, MAT 52.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. 18 hours lecture.

DEH-12B - Oral Radiology Laboratory 1 unit
CSU
Prerequisite: AMY-2A, MAT-52.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. 54 hours laboratory.

DEH-13 - Infection Control in Dentistry 1 unit
CSU
Prerequisite: MIC-1, CHE-2A, CHE-2B, ENG-1A.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. 18 hours lecture.

DEH-14 - Systems Analysis of Dental Anatomy, Morphology, Histology, Embryology 3.5 units
CSU
Prerequisite: AMY-2A, AMY-2B.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 67 hours lecture and 16 hours of laboratory.
DEH-15 - Head and Neck Anatomy 2 units
CSU
Prerequisite: AMY-2A, AMY-2B.
Corequisite: DEH-10A, 11, 12, 13, 14, 16, 17.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. 36 hours lecture.

DEH-16 - Preventive Dentistry 1 unit
CSU
Prerequisite: CHE-2A, CHE-2B, MIC-1, ENG-1A, SOC-1, PSY-1, SPE-1, PHP-4.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. Emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 18 hours lecture.

DEH-17 - General Pathology 2 units
CSU
Prerequisite: AMY-2A, AMY-2B, MIC-1.
Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 16.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. 36 hours lecture.

DEH-19 - Pain Control 1.5 units
CSU
Prerequisite: None.
Corequisite: DEH-10B.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. 25 hours lecture and 36 hours laboratory.

DEH-20A - Clinical Dental Hygiene #1 3 units
CSU
Prerequisite: None.
Corequisite: DEH-21, 22, 23, 24, 25, 26, 27, 28.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 162 hours laboratory.

DEH-20B - Clinical Dental Hygiene #2 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

DEH-21 - Clinical Seminar #1 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. 18 hours lecture.

DEH-22 - Oral Radiology Interpretation 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course focuses on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. 18 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Corequisites</th>
<th>Prerequisite</th>
<th>Limitation on enrollment</th>
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</thead>
<tbody>
<tr>
<td>DEH-23</td>
<td>Introduction to Periodontology</td>
<td>2</td>
<td>DEH-20A, 21, 22, 24, 25, 26, 27, 28</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-24</td>
<td>Ethics</td>
<td>1</td>
<td>DEH-20A, 21, 22, 23, 24, 25, 26, 27, 28</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
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<tr>
<td>DEH-25</td>
<td>Medical/Dental Emergencies</td>
<td>1</td>
<td>DEH-20A, 21, 22, 23, 24, 25, 26, 27, 28</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-26</td>
<td>Dental Treatment of Geriatric and Medically Compromised</td>
<td>2</td>
<td>DEH-20A, 21, 22, 23, 24, 25, 26, 27, 28</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-27</td>
<td>Oral Pathology</td>
<td>3</td>
<td>DEH-20A, 21, 22, 23, 24, 25, 26, 28</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-28</td>
<td>Basic and Applied Pharmacology</td>
<td>2</td>
<td>DEH-20A, 21, 22, 23, 24, 25, 26, 27</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-30A</td>
<td>Clinical Dental Hygiene #3</td>
<td>3.5</td>
<td>DEH-31, 32, 33, 34, 35, 36, 37</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-30B</td>
<td>Clinical Dental Hygiene #4</td>
<td>1</td>
<td>DEH-30A, 32, 33, 34, 35, 36, 37</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>DEH-31</td>
<td>Clinical Seminar #2</td>
<td>1</td>
<td>DEH-30A, 32, 33, 34, 35, 36, 37</td>
<td>None</td>
<td>Course is limited to students who have been admitted to RCC’s Dental Hygiene Program.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisite</td>
<td>Corequisite</td>
<td>Limitation on enrollment</td>
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<tr>
<td>DEH-32</td>
<td>Dental Materials</td>
<td>2.5</td>
<td>None</td>
<td>DEH-30A, 31, 33, 34, 35, 36, 37.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. 36 hours lecture and 27 hours laboratory.</td>
</tr>
<tr>
<td>DEH-33</td>
<td>Periodontology</td>
<td>1</td>
<td>None</td>
<td>DEH-30A, 31, 32, 34, 35, 36, 37.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. 18 hours lecture.</td>
</tr>
<tr>
<td>DEH-34</td>
<td>Community Dental Health Education #1</td>
<td>1</td>
<td>None</td>
<td>DEH-30A, 31, 32, 33, 35, 36, 37.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to nutritional principles as they relate to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.</td>
</tr>
<tr>
<td>DEH-35</td>
<td>Community Dental Health Education</td>
<td>1</td>
<td>None</td>
<td>DEH-30A, 31, 32, 33, 34, 36, 37.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory.</td>
</tr>
<tr>
<td>DEH-36</td>
<td>Research Methodology</td>
<td>2</td>
<td>None</td>
<td>DEH-30A, 31, 32, 33, 34, 35, 37.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of internet and different search engines will be incorporated in this course. 36 hours lecture.</td>
</tr>
<tr>
<td>DEH-37</td>
<td>Nutrition in Dentistry</td>
<td>1</td>
<td>None</td>
<td>DEH-30A, 31, 32, 33, 34, 35, 36.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is designed to introduce the student to nutritional principles as they relate to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.</td>
</tr>
<tr>
<td>DEH-40</td>
<td>Clinical Dental Hygiene #5</td>
<td>4</td>
<td>None</td>
<td>DEH-41, 42, 43, 44, 45, 46.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory.</td>
</tr>
<tr>
<td>DEH-41</td>
<td>Clinical Seminar #3</td>
<td>1</td>
<td>None</td>
<td>DEH-40, 42, 43, 44, 45, 46.</td>
<td>This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. 18 hours lecture.</td>
</tr>
</tbody>
</table>
DEH-42 - Practice Management and Jurisprudence  2 units
Prerequisite: None.
Corequisite: DEH-40, 41, 43, 44, 45, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). 36 hours lecture.

DEH-43 - Advanced Periodontology  1 unit
Prerequisite: None.
Corequisite: DEH-40, 41, 42, 44, 45, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. Total 18 hours lecture.

DEH-44 - Community Dental Health Education #2  1 unit
Prerequisite: None.
Corequisite: DEH-40, 41, 42, 43, 45, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

DEH-45 - Community Dental Health Education #3  1 unit
Practicum #2
Prerequisite: None.
Corequisite: DEH-40, 41, 42, 43, 44, 46.
Limitation on enrollment: Course is limited to students who have been admitted to RCC's Dental Hygiene Program.
This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing laboratory techniques and procedures. Emphasis is on fundamental laboratory procedures including all five specialized areas: dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontic/pedodontics. The two year (41 unit) full-time program provides for student-centered teaching. The student will receive a Dental Technology certificate upon completing the curriculum in Dental Technology, provided the student has maintained a “C” average or better in each course.

Four internal certificates may be earned while enrolled in the 41 unit certificate pattern. These certificates are in Basic Sciences, Orthodontic Techniques, Removable Techniques, and Fixed Techniques.

Riverside Community College District awards an Associate in Science Degree in Dental Technology upon successful completion of the prescribed two year program, plus meeting all other graduation requirements.

Recommended Courses:
- Health Science 1
- Sociology 1
- Art 22, Art 23, Art 24
- CIS-1A, CIS-96
- English 50 or 1A
- Math 52
- Speech 1 or 9
- Business Administration 30
- History 7 or Political Science 1
- Anatomy & Physiology 10

Requirements for Admission to Dental Technology Program:
Completion of DEN-70.

Expenses of Program:
1. Students are required to purchase a set of hand tools that cost about $350 for both semesters.
2. Textbooks and supplies cost about $200.
3. The student furnishes his or her own laboratory coat that is required for wear in the laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN-70</td>
<td>Introduction to Dental Technology</td>
<td>2</td>
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</tr>
<tr>
<td>DEN-71</td>
<td>Dental Morphology</td>
<td>3</td>
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</tr>
<tr>
<td>DEN-72A</td>
<td>Dental Materials I</td>
<td>1</td>
<td>None.</td>
</tr>
<tr>
<td>DEN-72B</td>
<td>Dental Materials II</td>
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</tr>
<tr>
<td>DEN-74</td>
<td>Dental Anatomy and Physiology</td>
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<tr>
<td>DEN-75A</td>
<td>Complete Denture Techniques I</td>
<td>3</td>
<td>DEN-70.</td>
</tr>
<tr>
<td>DEN-75B</td>
<td>Complete Denture Techniques II</td>
<td>3</td>
<td>DEN-75A.</td>
</tr>
<tr>
<td>DEN-77A</td>
<td>Removable Partial Denture Techniques I</td>
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<td>DEN-70.</td>
</tr>
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<td>DEN-77B</td>
<td>Removable Partial Denture Techniques II</td>
<td>3</td>
<td>DEN-77A.</td>
</tr>
<tr>
<td>DEN-79A</td>
<td>Crown and Bridge Techniques I</td>
<td>3</td>
<td>DEN-70.</td>
</tr>
<tr>
<td>DEN-79B</td>
<td>Crown and Bridge Techniques II</td>
<td>3</td>
<td>DEN-79A.</td>
</tr>
<tr>
<td>DEN-82</td>
<td>Dental Laboratory Management</td>
<td>1</td>
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<tr>
<td>DEN-85</td>
<td>Orthodontic/Pedodontic Techniques</td>
<td>3</td>
<td>DEN-70.</td>
</tr>
<tr>
<td>DEN-89A</td>
<td>Dental Ceramics I</td>
<td>3</td>
<td>DEN-79B.</td>
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<tr>
<td>DEN-89B</td>
<td>Dental Ceramics II</td>
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<td>DEN-89A.</td>
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</table>

4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.
DEN-90 - Advanced Techniques in Dental Technology  4 units
Prerequisite: At least two of the following: DEN-75B, 77B, 79B, 85B, 89B.
An exit level skills course in advanced procedures to reinforce techniques and processes that were taught in basic courses. Emphasis on student generated case development in two specialty areas and clinical acceptability of final product. Successful completion necessary for program certificate. 9 hours lecture and 189 hours laboratory.

DEN-200 - Dental Technology Work Experience  1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

EARLY CHILDHOOD EDUCATION

EAR-19 - Observation and Assessment Methods in Early Childhood Education  3 units
Prerequisite: EAR-20.
An overview of observation and assessment approaches to understand the development of children from infancy to age eight, which involves the recording of observations of physical, emotional, social, language, and cognitive behaviors, and how to interpret and use the information to plan curriculum that is responsive to and supportive of children’s typical and atypical learning and developmental needs. 54 hours lecture.

EAR-20 - Child Development  3 units
UC, CSU (CAN FCS-14)
Prerequisite: None.
This course is a comprehensive overview of concepts, issues and theories of human development from conception through adolescence. Emphasis is on typical and atypical development that occurs through the following areas: physical, cognitive, language, social and emotional stages of growth. Students will be introduced to theories, research and applications that constitute the field of child development. Students will examine culturally diverse and innovative methods that support the growth and development of children. Outside observations required. 54 hours lecture.

EAR-22 - Early Childhood Programs and Career Opportunities  3 units
CSU
Prerequisite: None.
The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

EAR-23 – Family Home Child Care Program  3 units
Prerequisite: None.
This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

EAR-24 - Creative Activities Through Curriculum  3 units
CSU
Prerequisite: None.
Introduction to creativity in education as it relates to both typically developing young students and those with disabilities and other special needs. Integration of creative activity into various aspects of the early childhood and school age curriculum. 54 hours lecture.

EAR-26 - Child Health  3 units
CSU
Prerequisite: EAR-20.
This course introduces basic concepts of health, safety, and nutrition for the developing child (birth–age 8.) Topics include identification and prevention of communicable diseases; assessment of general physical and mental health; developmental delays; nutrition; assessment of environmental safety, general first aid procedures; as well as health, safety, and nutrition education for children provided by the school and the local resources. 54 hours lecture.

EAR-28 - Principles and Practices of Early Childhood Education  3 units
CSU
Prerequisite: None.
An overview of the field of early childhood education that includes: the history that has shaped the principles and practices (educational philosophies) used to educate both young and school-age children of today; practices that enhance and impede the healthy development of children’s cognitive, emotional, social, creative, and physical selves (the five selves); the teaching practices that are used to shape the role of the teacher as a facilitator of learning or transmitter of information; effective practices to be used when working with and communicating with parents; full inclusion practices for working with children with disabilities and special needs; implementing developmentally and culturally appropriate curriculum and displaying culturally diverse materials throughout the classroom; and current influences and trends in educating young children/students including some licensing and child development permit issues. 54 hours lecture.

EAR-30 - Internship in Early Childhood Education  4 units
CSU
Prerequisite: EAR-19 and 28.
Supervised experience and participation in a group program for preschool children at the RCC Early Childhood Studies Center or community child development centers. Emphasis on curriculum planning, implementation and evaluation, discipline and guidance techniques; instructional methods; cooperative relationships with staff, parents, and children; professional ethics and job search skills. Lab hours will be completed under the direction of a Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.
EAR-31 - Home Visiting 3 units
CSU
Prerequisite: EAR-20.
This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

EAR-33 - Caring for Infants and Toddlers in Group Settings 3 units
CSU
Prerequisite: None.
Advisory: EAR-20.
This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child’s developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

EAR-34 - Curriculum Activities for Infants and Toddlers 3 units
CSU
Prerequisite: None.
Advisory: EAR-33.
An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

EAR-35 – Internship in Infant and Toddler Care 3 units
CSU
Prerequisite: EAR 20.
Advisory: EAR 33 and 34.
This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care 3 units
CSU
Prerequisite: EAR-20.
This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child’s interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision in ECE/CD Classrooms 3 units
CSU
Prerequisite: EAR-44.
This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

EAR-39 – Mentor Seminar .5 unit
Prerequisite: None.
Limitation on enrollment: Selection as an early childhood Mentor Teacher or Director.
Early childhood Mentors attend monthly seminars to explore issues related to their role as supervisors of early childhood student teachers. Seminar content will be individualized to meet the needs of each Mentor. May be taken a total of four times. 9 hours lecture.

EAR-40 - Introduction to Infants and Children with Disabilities and other Special Needs 3 units
CSU
Prerequisite: None.
This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Internship in Early Intervention/ Special Education 4 units
CSU
Prerequisite: EAR-20.
This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory.
EAR-42 - Home, School and Community Relations 3 units
Prerequisite: None.
Focus is placed on the interrelationships of home, school, and community and their impact on the development of young children. Designed for parents, teachers, teacher assistants and others interested in or participating in early childhood education. Broad overview of early development, with emphasis on communication and positive interaction techniques and strategies. 54 hours lecture.

EAR-43 - Children with Challenging Behaviors 3 units
Prerequisite: EAR-20.
Advisory: EAR-19.
This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44 - Administration of Early Childhood Programs I 3 units
Prerequisite: EAR 20, 24, 28 and 42.
Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

EAR-45 - Administration of Early Childhood Programs II 3 units
Prerequisite: EAR-44.
Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma 3 units
Prerequisite: None.
This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

EAR-52 - Parenting: Parents as Teachers 1 unit
Prerequisite: None.
Explores the parents’ role in a child’s process of learning. This course presents a variety of methods and techniques a parent can utilize to facilitate the development of a child’s intellectual, social, emotional and physical skills. 18 hours lecture.

EAR-53 - Parenting: Guiding Young Children - Approaches to Discipline 1 unit
Prerequisite: None.
An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 18 hours lecture.

EAR-54 - Parenting: Contemporary Parenting Issues and Problems 1 unit
Prerequisite: None.
This course is designed to explore how the concept of childhood in society and children’s position has changed, to examine historical antecedents of change in relation to the new position of women in society and the marriages of today. It will also attempt to relate how changes in society and forces impacting on this change influence child-rearing. Issues addressed will include divorce, the sexual acceleration of childhood, and television. 18 hours lecture.

EAR-55 - Parenting: Common Problems in Infancy and Childhood 1 unit
Prerequisite: None.
A course designed to study and examine some of the difficult behaviors that even normal and well adjusted children exhibit. It will present common problems like disruptive children, shyness, fearfulness, aggressiveness, thumb sucking and others. 18 hours lecture.

EAR-200 - Early Childhood Studies Work Experience 1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ECO-4 - Introduction to Economics 3 units
Prerequisite: None.
An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.
ECO-5 – Economics of the Environment 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

ECO-6 – Introduction to Political Economy 3 units
(Same as POL-6)
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

ECO-7 - Principles of Macroeconomics 3 units
UC, CSU (CAN ECON 2)
Prerequisite: None.
Advisory: Qualification for ENG-1A and MAT-52.
Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. 54 hours lecture.

ECO-7H – Honors Principles of Macroeconomics 3 units
Prerequisite: None.
Advisory: Qualification for ENG-1A and MAT-52
Limitation on enrollment: Enrollment in the Honors program.
Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. The honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8 - Principles of Microeconomics 3 units
UC, CSU (CAN ECON 4)
Prerequisite: None.
Advisory: Qualification for ENG-1A and MAT-52.
Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

EDU-1 – Teaching in the Multicultural Classroom 3 units
UC, CSU
Prerequisite: None.
This is the first course en route to teaching as a profession. In addition to an introduction to the history of public education, the following topics are covered within the context of a multicultural/multilingual classroom: motivation, lesson design, teaching strategies, discipline and management and professionalism. A required guided observation of classes component in the elementary and secondary schools is based on these last five areas. 54 hours lecture.

EDU-3 – Introduction to Literacy Instruction 3 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.
This course is designed for students participating in the Liberal Studies Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.

EDU-4 – Introduction to Literacy/Service Learning 1 unit
CSU
Prerequisite: None.
This course is designed for students participating in the Teacher Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

EDU-5 – AmeriCorps Community Service-Learning 3 units
CSU
Prerequisite: None.
This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. May be taken a total of two times. 54 hours lecture and 360 hours classroom tutoring.
EDU-51 - Leadership Development Studies 3 units
CSU
Prerequisite: None.
Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EDU-200 - Education Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational-on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ELE-10 - Survey of Electronics 4 units
CSU
Prerequisite: None.
Basic electronic theory including electron theory, Ohm’s Law, DC, AC, vacuum tube and solid state devices, antenna principles, power supplies, amplifiers, RE oscillators, amplitude and frequency modulation, diode detection and superheterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). 54 hours lecture and 54 hours laboratory.

ELE-21 - DC-AC Electronics 4 units
CSU
Prerequisite: None.
Basic electrical theory including electrical circuit parameters, Ohm’s Law, DC, AC, time constants, resonant circuits, filters, and circuit parameter measurement. 54 hours lecture and 54 hours laboratory.

ELE-22 - Passive Circuit Analysis 3 units
CSU
Prerequisite: None.
Advisory: Concurrent enrollment in ELE-21.
Mathematical analysis of electrical laws, circuits, and networks. Includes Ohm’s Law, DC and AC circuit analysis, network analysis, and applications of trigonometry and complex notation to phasor analysis of electrical circuits. 54 hours lecture.

ELE-23 - Electronics Devices and Circuits 4 units
CSU
Prerequisite: None.
Advisory: ELE-21.
Characteristics, construction, and circuit applications of electronic devices including diodes, bipolar transistors, thyristors, integrated circuits, and optoelectronic devices. 54 hours lecture and 54 hours laboratory.

ELE-24 - Active Circuit Analysis 3 units
CSU
Prerequisite: None.
Advisory: ELE-23.
Mathematical analysis of electronic devices and circuits including power supplies, amplifiers, oscillators, and control circuits. 54 hours lecture.

ELE-25 - Digital Techniques 4 units
CSU
Prerequisite: None.
Advisory: Completion of or concurrent enrollment in ELE-10 or 23.
Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/decoders, converters and timing. 54 hours lecture and 54 hours laboratory.

ELE-26 - Microprocessors and Microcontrollers 4 units
CSU
Prerequisite: None.
Advisory: ELE-25.
Computer number systems, codes, and arithmetic functions; microprocessor and microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 54 hours lecture and 54 hours laboratory.

ELE-27 - Technical Communications 3 units
(Same as ENE-27)
CSU
Prerequisite: None.
Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ELE-28 - Automated Electronics Design and Documentation Tools 2 units
CSU
Prerequisite: ELE-10 or 21.
This course covers basic Computer-aided Design (CAD) drafting, with emphasis on such procedures as apply directly to electronics. Schematic capture, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component-templates will be emphasized. 18 hours lecture and 54 hours laboratory.

ELE-32 – FCC Radiotelephone License Exam 3 units
Preparation
CSU
Prerequisite: ELE-10.
This class will focus intensively on advanced topics related to the Federal Communications Commission (FCC) licensing examination, elements I and III, for the commercial-class, General Radiotelephone Operator License. There will also be an introduction to element VIII, for the radar endorsement to the GROL. The FCC requires any technician or engineer who must repair or make adjustments to any radio frequency (RF) transmitting device of significant power output to hold a valid General Radiotelephone Operator License. Once issued, this license is valid for the lifetime of the bearer. May be taken a total of four times. 54 hours lecture.
ELE-36 - Advanced Microprocessors 4 units
CSU
Prerequisite: None.
The IAPX 88 microprocessor including function, architecture, instruction set, addressing modes, internal operations, interfacing and I/O operations. 54 hours lecture and 54 hours laboratory.

ELE-38 - Computer Systems Troubleshooting 4 units
CSU
Prerequisite: None.
Introduction to computer system troubleshooting and repair. System configurations are analyzed and evaluated. Problems are isolated using schematics, electronic test equipment, and software diagnostics. Preventive maintenance, safety and quality are stressed. 54 hours lecture and 54 hours laboratory.

ELE-39 - PCM and Digital Transmission 3 units
CSU
Prerequisite: None.
Advisory: ELE-25.
Pulse code modulation theory and applications, channel banks, cross connects, transmission facilities, frequency and time division multiplexing. Number systems, waveforms and digital basics are reviewed. 54 hours lecture.

ELE-40 - Fiber Optic Basics 3 units
CSU
Prerequisite: None.
Advisory: ELE-25 and 39.
Basic fiber optic theory, transmission theory, system components and cable; communication transmission systems, fiber multiplexing techniques and terminals, tests and test sets, and current technology trends are also presented. 54 hours lecture.

ELE-50 - Basic Electronics 1 unit
CSU
Prerequisite: None.
A general study of electronic theory, electronic devices, and simple circuits. Introduces the student to good laboratory procedures and equipment operation. 18 hours lecture and 18 hours laboratory.

ELE-52 - Video Display Systems Servicing 4 units
CSU
Prerequisite: ELE-10, 21 or 23.
Analysis of black and white and color television receivers and video display terminals. Troubleshooting and repair of television receivers and video display terminals. 54 hours lecture and 54 hours laboratory.

ELE-56 - Computer Mathematics 3 units
CSU
Prerequisite: None.
Special mathematics essential to the understanding of modern electronic computers and cybernetic systems. Binary arithmetic, and Boolean algebra are included. 54 hours lecture.

ELE-61 – Introduction to Robotics 3 units
(Same as MAN-61)
CSU*
Prerequisite: None.
Introduction to electronics and manufacturing technology through construction, testing, and operation of functional robots. It is hoped that participation in this academy will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 40 hours lecture and 72 hours laboratory.

ELE-200 - Electronics Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Prerequisite: None.
Prerequisite: None.
Prerequisite: None.
Prerequisite: None.

EMERGENCY MEDICAL SERVICES

EMS-50 – Emergency Medical Services - Basic 6 units
Prerequisite: None.
Corequisite: EMS-51.
Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS-51) prepares this student as an Emergency Medical Technician (EMT) for work in the prehospital emergency medical environment. May be taken a total of two times. 96 hours lecture and 64 hours laboratory.

EMS-51 – Emergency Medical Services-Basic Clinical/Field 1 unit
Prerequisite: None.
Corequisite: EMS-50.
Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.

Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course is the second part of EMS 50/51 series and meets all state and national guidelines. May be taken a total of two times. 64 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Limitation on enrollment</th>
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<tr>
<td>EMS-60</td>
<td>Patient Assessment and Airway Management</td>
<td>4</td>
<td>None</td>
<td>Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 63.</td>
</tr>
<tr>
<td>EMS-61</td>
<td>Introduction to Medical Pathophysiology</td>
<td>3</td>
<td>None</td>
<td>Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 63.</td>
</tr>
<tr>
<td>EMS-62</td>
<td>Emergency Pharmacology</td>
<td>4</td>
<td>None</td>
<td>Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 63.</td>
</tr>
<tr>
<td>EMS-63</td>
<td>Cardiology</td>
<td>4</td>
<td>None</td>
<td>Acceptance into the RCC Paramedic Program and concurrent enrollment in EMS-60, 61, and 63.</td>
</tr>
<tr>
<td>EMS-70</td>
<td>Trauma Management</td>
<td>4</td>
<td>EMS-60, 61, 62 and 63.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-91 concurrently.</td>
</tr>
<tr>
<td>EMS-71</td>
<td>Clinical Medical Specialty I</td>
<td>2.5</td>
<td>EMS-60, 61, 62 and 63.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-91 concurrently.</td>
</tr>
<tr>
<td>EMS-80</td>
<td>Medical Emergencies</td>
<td>4.5</td>
<td>EMS-70 and 71.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-81, 82 and 83 concurrently.</td>
</tr>
<tr>
<td>EMS-81</td>
<td>Special Populations</td>
<td>4.5</td>
<td>EMS-70 and 71.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-80, 82 and 83 concurrently.</td>
</tr>
<tr>
<td>EMS-82</td>
<td>Special Topics</td>
<td>2</td>
<td>EMS-70 and 71.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-80, 81 and 82 concurrently.</td>
</tr>
<tr>
<td>EMS-83</td>
<td>Clinical Medical Specialty II</td>
<td>2.5</td>
<td>EMS-70 and 71.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-80, 81 and 82 concurrently.</td>
</tr>
<tr>
<td>EMS-90</td>
<td>Assessment Based Management</td>
<td>4.5</td>
<td>EMS-80, 81, 82 and 83.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-91 concurrently.</td>
</tr>
<tr>
<td>EMS-91</td>
<td>Paramedic Field Internship</td>
<td>10</td>
<td>EMS-80, 81, 82 and 83.</td>
<td>Acceptance into the paramedic program. Students must enroll in EMS-90 concurrently.</td>
</tr>
</tbody>
</table>

This includes the study of patient care activities including medical emergencies, safety and security, and field judgments regarding the treatment of the ill or injured patient. The paramedic student will be able to integrate the principles of medicine, emergency care, and the mechanisms of injury. This includes a review of anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 62 hours lecture.

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ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District’s courses which are equivalent to the Engineering Core requirements are listed as follows:

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-1A, 1B, 2A, 2B</td>
<td>16</td>
</tr>
<tr>
<td>CHE-1A, 1B</td>
<td>10</td>
</tr>
<tr>
<td>CIS-9 or 16</td>
<td>3</td>
</tr>
<tr>
<td>PHY-4A, 4B, 4C</td>
<td>12</td>
</tr>
<tr>
<td>ENE-9</td>
<td>3</td>
</tr>
<tr>
<td>ENE-10</td>
<td>1</td>
</tr>
<tr>
<td>ENE-17</td>
<td>3</td>
</tr>
<tr>
<td>ENE-22 or 23 or 30</td>
<td>3</td>
</tr>
<tr>
<td>ENE-35</td>
<td>3</td>
</tr>
<tr>
<td>ENE-45</td>
<td>2</td>
</tr>
<tr>
<td>ENG-1A</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>4 or more</td>
</tr>
<tr>
<td>TOTAL</td>
<td>64-67</td>
</tr>
</tbody>
</table>

Electives
Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

- ENE-1A
- ENE-20
- ENE-33
- ENE-46
- MAC-51
- MAT-12
- CHE-5
- CHE-12A
- BIO-1
- CIS-11

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring.

The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

ENE-1A - Plane Surveying, I
CSU (CAN ENGR 10)
Prerequisite: None.
Advisory: MAT-36.
Fundamental surveying methods and procedures as applied to land measurement, building trades and route location. Taping, leveling and angle measurements are studied, as are the analysis and adjustment of the measurements. 36 hours lecture and 54 hours laboratory.

ENE-1B - Plane Surveying, II
CSU
Prerequisite: ENE-1A.
Emphasis upon adjustment techniques and greater depth in error theory. Traverses and triangulation surveys are studied with elements of topographic surveying. Special problems similar to those encountered in actual practice. 36 hours lecture and 54 hours field laboratory.

ENE-10 - Introduction to Engineering
1 unit
UC, CSU
Prerequisite: None.
An introduction to the career opportunities and skills needed as an engineer. Various forms of engineering communication including laboratory report writing, graphical presentations, and problem solving format are presented. The scientific method of investigation is covered. This course is recommended for all students considering career possibilities in engineering and/or engineering technology. 18 hours lecture.

ENE-17 - Electrical Circuit Analysis
4 units
UC, CSU (CAN ENGR 12)
Prerequisite: PHY-4B and MAT-2.
Direct-current circuit analysis, circuit theorems, RL and RC transients, second-order circuits, phasor concepts, steady state sinusoidal analysis, current voltage and power relationships, polyphase circuits, elementary transformers, principles of electrical instruments, and computer-aided circuit analysis. 54 hours lecture and 54 hours laboratory.

ENE-18 - Legal Aspects of Surveying
3 units
CSU
Prerequisite: ENE-1AB or five years surveying experience.
A study of legal aspects related to public land survey, municipal property survey, and descriptions and laws affecting a surveyor. Includes property line surveys, methods of setting missing property corners. 54 hours lecture.

ENE-20 - Applied Strength of Materials
3 units
UC, CSU
Prerequisite: PHY-10 and 11 and MAT-5.
Stress-strain diagrams, tension and compression, working stresses and safety factors, torsion, stresses in beams, riveted joints, welded connections and columns. 36 hours lecture and 54 hours laboratory.

ENE-21 - Drafting
3 units
CSU
Prerequisite: None.
Fundamentals of mechanical drawing including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimensioning, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 90 hours laboratory.
Materials fee does not include substantial cost of equipment and text(s) required to be purchased by the student.

**ENE-22 - Engineering Drawing** 3 units  
UC, CSU  
Prerequisite: ENE-21.  
Advisory: ENE-30.  
Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, free-hand sketching, sectioning, auxiliary views, shop processes, dimensions and tolerances, fasteners, working and pictorial drawings, and as time permits, piping and electrical drawings. 27 hours lecture and 90 hours laboratory.

**ENE-23 - Descriptive Geometry** 3 units  
UC, CSU  
Prerequisite: ENE-22 and MAT-36.  
Graphical (drafting) techniques applied to the solutions of vector problems, the development of surfaces as in sheetmetal work, the determination of lines of intersection between surfaces, and the solution of miscellaneous engineering problems involving points, lines, and planes. 27 hours lecture and 90 hours laboratory.

**ENE-26 - Civil Engineering Drafting** 3 units  
CSU  
Prerequisite: ENE-21.  
Advisory: ENE-60, or MAT-36.  
This course is designed to provide exposure to civil engineering drafting. Emphasis will be placed upon developing topographic and contour maps, including their use in site preparation and basic earthwork calculations. Techniques for interpreting field notes and legal descriptions will also be examined. 27 hours lecture and 90 hours laboratory.

**ENE-27 - Technical Communication** 3 units  
(Same as ELE-27)  
CSU  
Prerequisite: None.  
Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

**ENE-28 - Technical Design** 3 units  
CSU  
Prerequisite: ENE-22.  
Advisory: ENE-30 and 52.  
A study of industrial design and drafting procedures relating to the basic elements of mechanisms, including drawing of machine parts in various stages of manufacturing. Studies will include terminology, power transmission, bearings, fixtures, dies, ANSI-Y-14.5 standards of drawing, geometric dimensioning and tolerancing and manufacturing processes. Related problems include design layouts, detail and assembly drawings. A portfolio of completed drawings is a project requirement for this course (drawings may be drawn using the Computer-Aided Design system or the drawing board.) 27 hours lecture and 90 hours laboratory.

**ENE-30 - Computer Aided Drafting (CAD)** 3 units  
CSU  
Prerequisite: None.  
Advisory: CIS-1A.  
A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop “computer drawn” drawings which are typical to the various fields of drafting. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.

**ENE-31 - Computer Aided Drafting and Design** 3 units  
CSU  
Prerequisite: ENE-30.  
This is the second course which presents an intensive study utilizing a two-dimensional Computer Assisted Drafting and Design (CAD) system to obtain graphic solutions, design refinements, modifications, and delineations of working technical drawings using AutoCAD. This course emphasizes basic high technology skills which are necessary to function as an entry level CAD operator. 27 hours lecture and 90 hours laboratory.

**ENE-32 - CAD Workstation Customization** 3 units  
CSU  
Prerequisite: ENE-30.  
This course is designed for experienced CAD users. Students in this course will learn how to customize the CAD workstation for specific applications. Emphasis will be on producing a more efficient CAD workstation. 18 hours lecture and 108 hours laboratory.

**ENE-33 - Machine Design** 3 units  
CSU  
Prerequisite: ENE-22.  
Introduction to machine and product design techniques including the design and selection of power transmission elements such as couplings; roller and silent chains; V, flat and gilmer belts; gears and gear transmissions; cams, and friction drives. Introduction to shaft design, bearings and attachments. The execution of layouts and engineering specifications for manufacture and production requirements. 36 hours lecture and 54 hours laboratory.

**ENE-34 - Metal Joining Processes** 2 units  
(Same as MAN/WEL-34)  
CSU  
Prerequisite: None.  
An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

**ENE-35 - Statics (Engineering Mechanics)** 3 units  
UC, CSU (CAN ENGR 8)  
Prerequisite: PHY-4A.  
A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENE-42</td>
<td>3-D Parametric Solid Modeling with SolidWorks</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>CSU</td>
<td></td>
<td>Advisory: PC computer experience recommended.</td>
</tr>
<tr>
<td></td>
<td>This course is designed to introduce the student to three-dimensional parametric solid modeling software techniques. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies requiring animation. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-43</td>
<td>3D Technical Computer Animation</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>CSU</td>
<td></td>
<td>Advisory: ENE-30 or GRT-71 or ART-36 or CIS-78B.</td>
</tr>
<tr>
<td></td>
<td>This course is designed to introduce the students to three dimensional software techniques and technical animation. Students will begin with basic animation techniques advancing into fully rendered technical animations. 27 hours lecture and 90 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-44</td>
<td>Advanced 3D Technical Computer Animation</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>CSU</td>
<td></td>
<td>Advisory: ENE-43.</td>
</tr>
<tr>
<td></td>
<td>This is the second course which presents an intense study of three dimensional technical animation. Students will be encouraged to explore animation techniques used in engineering, architecture, forensics and the entertainment industries. May be taken a total of three times. 27 hours lecture and 90 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-45</td>
<td>Properties of Materials</td>
<td>2</td>
<td>CHE-1A and either PHY-2A or 4A.</td>
</tr>
<tr>
<td></td>
<td>UC, CSU (CAN ENGR 4)</td>
<td></td>
<td>Structural properties and adaptability of various materials. Study of materials based on the atomic, molecular and crystalline structures with their relevance to engineering. The materials covered will include metals, polymers, ceramics, semiconductors and composites. Occasional field trips will be taken. 36 hours lecture.</td>
</tr>
<tr>
<td>ENE-46</td>
<td>Manufacturing Processes I</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>(Same as MAN-46)</td>
<td></td>
<td>(Same as CAN ENGR 46)</td>
</tr>
<tr>
<td></td>
<td>CSU</td>
<td></td>
<td>Prerequisite: None.</td>
</tr>
<tr>
<td></td>
<td>This course is an introductory course for manufacturing processes. This course examines the use of machining, metallurgy, die stamping/forming, casting, assembly methods, forging, inspection and other methods/processes/materials used in the manufacturing of metal components/products. Students will gain experience through lecture and lab practicum. 36 hours lecture and 54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-47A</td>
<td>Statistical Process Control</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>(Same as MAN-47A)</td>
<td></td>
<td>(Same as MAN-47A)</td>
</tr>
<tr>
<td></td>
<td>CSU</td>
<td></td>
<td>Prerequisite: None.</td>
</tr>
<tr>
<td></td>
<td>A course presenting the basic elements of Statistical Process Control in manufacturing and industries. This course will give an overview of the statistical methods used to measure a process and determine if the process is in control or needs attention to bring into control. 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-47B</td>
<td>Advanced Statistical Process Control</td>
<td>3</td>
<td>ENE/MAN-47A</td>
</tr>
<tr>
<td></td>
<td>(Same as MAN 47B)</td>
<td></td>
<td>Prerequisite: ENE/MAN-47A.</td>
</tr>
<tr>
<td></td>
<td>CSU</td>
<td></td>
<td>A study of advanced applications and use of Statistical Process Control in manufacturing and engineering. This course will provide an in-depth analysis of how statistics are used in a variety of industries to solve problems and control processes. Special applications will be covered and significant use of computer analysis is included. 54 hours lecture.</td>
</tr>
<tr>
<td>ENE-51</td>
<td>Blueprint Reading</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-52</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>A course presenting the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. 36 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-60</td>
<td>Math for Engineering Technology</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Same as MAC-61)</td>
<td></td>
<td>Prerequisite: ENE-31 and MAC-57.</td>
</tr>
<tr>
<td></td>
<td>A course in computerized design and manufacture of parts and assemblies which will increase the student's ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-70</td>
<td>Manufacturing Methods</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>(Same as MAN-70)</td>
<td></td>
<td>(Same as MAN-70)</td>
</tr>
<tr>
<td></td>
<td>Deming’s manufacturing improvement techniques are studied along with his 14 points for improving manufacturing and engineering processes, seven deadly diseases, and other philosophies. The course focuses on practical applications of Deming as used in industry today. 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE-71</td>
<td>Supplier Improvement</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>(Same as MAN-71)</td>
<td></td>
<td>(Same as MAN-71)</td>
</tr>
<tr>
<td></td>
<td>A study of the supplier improvement process with an emphasis on evaluation to establish supplier capability. Supplier Quality Improvement Team are defined and studied, as well as the interfaces between Purchasing, QA, and Engineering with the supplier when the eventual goal is supplier certification. 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

ENG-1A - English Composition 4 units
UC, CSU (CAN ENGL 2) ENG 1A+1B = (CAN ENGL SEQ A)
Prerequisite: ENG-50 or qualifying preparation score.
Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1AH – Honors English Composition 4 units
UC, CSU
Prerequisite: ENG-50 or qualifying preparation score.
Limitation on enrollment: Enrollment in the Honors Program.
Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1B - Critical Thinking and Writing 4 units
UC, CSU (CAN ENGL 4) ENG 1A+1B = (CAN ENGL SEQ A)
Prerequisite: ENG-1A.
This course develops critical thinking, reading, and writing skills through the formal study of critical thinking and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Classroom activities integrate with Reading and Writing Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-1BH – Honors Critical Thinking and Writing 4 units
UC, CSU
Prerequisite: English 1A or 1AH.
Limitation on enrollment: Enrollment in the Honors Program.
This course develops critical thinking, reading, and writing skills through the formal study of critical thinking and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Reading and Writing Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-4 - Writing Tutor Training 2 units
CSU
Prerequisite: ENG-1A.
This course is designed to prepare students to become peer tutors in the English Department Writing Center. Participants learn specific tutoring techniques and discuss problems, questions and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid “appropriating the text” (i.e., becoming a proofreader, editor or coauthor.) Topics include theory and practice of tutoring, writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning and computer programs applicable to writing instruction. Students will spend one hour a week in class and three hours a week tutoring/observing. May be taken a total of two times. 18 hours lecture and 54 hours laboratory.

ENG-6 - British Literature 1: Anglo-Saxon 3 units through Eighteenth Century
UC, CSU (CAN ENGL 8) ENG 6+7 = (CAN ENGL SEQ B)
Prerequisite: None.
Advisory: ENG-1B.
A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade/Credit No Credit Option.)
ENG-7 - British Literature II: Romanticism 3 units through Postmodernism
UC, CSU (CAN ENGL 10) ENG 6+7 = (CAN ENGL SEQ B)
Prerequisite: None.
Advisory: ENG-1B.
A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade/CR-NC option.)

ENG-8 – Introduction to Mythology 3 units (Same as HUM-8)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.
A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade/CR-NC option)

ENG-9 - Introduction to Shakespeare 3 units
UC, CSU
Prerequisite: None.
Advisory: English 1B.
A survey of Shakespeare’s plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture.

ENG-10 - Special Studies in Literature 3 units
CSU
Prerequisite: None.
Advisory: ENG-1A.
Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter grade/CR-NC option.)

ENG-11 - Creative Writing 3 units
UC, CSU (CAN ENGL 6)
Prerequisite: ENG-1A.
Studies in fundamental principles of writing fiction and poetry. Fiction study includes character development, plot, structure, viewpoint control and manipulation, narration and dialogue. Poetry study includes point of view, simile and metaphor, alliteration and assonance, rhythm, meter, rhyme and poetic forms. Lectures and discussions emphasize techniques of writing, which are practiced through analysis of stories and poems and by experience with a variety of writing styles. Subsequent enrollment in an additional semester will afford students the opportunity to study current market requirements, prepare manuscripts for publication and further develop their skills in writing fiction and poetry. May be taken a total of two times. 54 hours lecture. (Letter Grade/CR-NC Option)

ENG-12 - Special Studies in Creative Writing 3 units
CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Designed to provide students with practice and instruction in specialized areas of writing, such as poetry, personal essays, playwriting or screenwriting. Topics are selected according to student and instructor interest and needs. May be taken a total of three times. 54 hours lecture. (Letter grade/CR-NC option.)

ENG-13 – Introduction to Playwriting 3 units
Prerequisite: None.
Advisory: Qualification for English 1A.
Explores the fundamentals of writing for the theatre through the experience of playwriting, play analysis, and study of the theatrical apparatus. Lectures and discussion emphasize historical and contemporary theories of world drama, dramatic structure, characterization, dialogue and monologue, and the role of the playwright within the collaborative art form of live performance. Subsequent enrollment in an additional semester will afford students opportunity for further preparation of materials, including monologues, scenes, ten-minute and one-act plays for the stage, as well as further development of playwriting and play analysis skills. May be taken a total of two times. 54 hours lecture. (CNC, letter grade option)

ENG-14 - American Literature I: Pre-Contact 3 units through Civil War
UC, CSU (CAN ENGL 14) ENG 14+15 = (CAN ENGL SEQ C)
Prerequisite: None.
Advisory: ENG-1B.
A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Credit-Non Credit/Grade option)

ENG-15 - American Literature II: 1860 to the Present 3 units
UC, CSU (CAN ENGL 16) ENG 14+15 = (CAN ENGL SEQ C)
Prerequisite: None.
Advisory: ENG-1B.
A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade/CR-NC option.)

ENG-16 – Introduction to Language 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter grade/CR-NC option)
ENG-17 - Literary Magazine Production  2 units
UC
Prerequisite: None.
Advisory: ENG-1A recommended.

Emphasis is on both theory and practice in producing the college literary magazine. Qualified students may serve in various capacities, though all will be involved in editorial work. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 18 hours lecture and 54 hours of laboratory.

ENG-18 - Survey of Native American Literature  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.

A survey of Native American literature from early oral narrative to contemporary literature. Includes a comprehensive exposure to Native American prose, poetry, oratory and modern fiction and a basic introduction to the cultural, social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Letter grade/CR-NC option)

ENG-21 - African-American Literature I: Early Oral Traditions through Harlem Renaissance  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.

A survey of African-American literature from the early oral traditions through the Harlem Renaissance, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade/CR-NC option)

ENG-22 - African American Literature II: From the Harlem Renaissance to the Present  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.

A survey of African-American literature from the Harlem Renaissance to the present, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade/CR-NC option)

ENG-23 - The Bible as Literature  3 units
(Same as HUM-23)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.

A survey of the Old and New Testaments, with emphasis on how literary forms, styles and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter grade/CR-NC option)

ENG-25 - Latino Literature of the United States  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1B.

Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture.

ENG-26 - The Literature of Mysticism, Meditation and Madness  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.

Mysticism, meditation and madness examined in a selection of modern and historical literature. Emphasis is placed on theme, imagery and character development in a wide variety of “journey tales.” Some authors covered are Kesey, LeGuin, Whitman and Blake. 54 hours lecture. (Letter grade/CR-NC option)

ENG-30 - Children's Literature  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture.

ENG-35 - Images of Women in Literature  3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1B.

A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political and economic bases for historical and contemporary literary images of women. 54 hours lecture. (C/NC, letter grade option)

ENG-36 – Introduction to Film Studies  3 units
(Same as HUM-36)
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A

An introduction to the formal and narrative principles of film, as well as the major critical and theoretical approaches to film studies, both historical and contemporary. Includes a survey of film directors, genres, movements, styles and national cinemas. 54 hours lecture. (C/NC, letter grade option)

ENG-37 - Introduction to Film  1 unit
UC*, CSU
Prerequisite: None.
Advisory: ENG-1A.

A study of foreign and American films, selected for merit and genre, offering different films each term. Course includes readings, lectures, and discussion of directors, production details, and the elements of film criticism. Films generally run for two hours, with one hour of lecture and discussion each class meeting. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 18 hours laboratory. (Letter grade/CR-NC option)

ENG-38 – Introduction to Screenwriting  3 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A

An introduction to and overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture.
ENG-39 – Screenwriting II 3 units
Prerequisite: None.
Advisory: ENG-38, TEL-70, and qualification for ENG-1A.
Intermediate level exploration of the elements of structure, theme, plot, character, and dialogue in writing for film and television. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplays, focusing primarily on refinement of previous material and additional act development. Students will also read and critique each others’ screenplays in a workshop setting. 54 hours lecture.

ENG-40 - World Literature I: From Ancient Literature through the Italian Renaissance 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.
Great works of world literature from Ancient literatures through the Italian Renaissance, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on European literature. 54 hours lecture. (Letter grade/CR-NC Option)

ENG-41 - World Literature II: Renaissance through Modern Literature 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A.
Great works of world literature from the Renaissance through the modern period, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on European literature. 54 hours lecture. (Letter grade/CR-NC Option)

ENG-44 – Twentieth Century Poetry in English 3 units
UC, CSU (CAN ENGL 20)
Prerequisite: None.
Advisory: English 1A and 1B.
The study of major voices and trends in English-language poetry of the twentieth century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture.

ENG-45 - Modern Drama 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and 1B.
A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of drama’s function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. 54 hours lecture. (Letter grade/CR-NC option)

ENG-48 – Twentieth Century Short Story and Novel in English 3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A and ENG-1B.
A study of prose fiction of the twentieth century in English, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative of the last century. 54 hours lecture.

ENG-49 – Introduction to the One-Hour Teleplay 3 units
Prerequisite: None.
Advisory: TEL-68 and 70 and qualification for English 1A.
An introduction to the formal elements of the one-hour teleplay. Students will critically analyze professional scripts, view model examples of one-hour format television, and write their own one-hour teleplay/spec scripts. Students will have the opportunity to read and critique each others' teleplays in a workshop setting. May be taken a total of two times. 54 hours lecture.

ENG-50 - Basic English Composition 4 units
Prerequisite: ENG-60B, ESL 55 or qualifying preparation score.
Advisory: REA-82 or qualifying preparation score.
Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (Letter Grade Only)

ENG-57 - Basic Literature and Composition 4 units
Prerequisite: None.
Advisory: ENG-50 recommended.
This class offers instruction of effective writing related to literature, emphasizing the short story, novel, drama and poetry. Instruction and assignments in writing correlate with reading, the study of composition techniques and include a review of the grammar, mechanics and usage of standard American English. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory.

ENG-60A - English Fundamentals: Sentence to Paragraph 4 units
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
Sentence to Paragraph
Develops student’s writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC Only) (Non-Degree Credit Course)

ENG-60A1 - Basic Writing and Grammar - Structure and Spelling 1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A2, A3 and A4 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A1 is equivalent to the first quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A2 - Basic Writing and Grammar - Usage 1 unit
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A1, A3 and A4 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A2 is equivalent to the second quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)
ENG-60A3 - Basic Writing and Grammar - Mechanics
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A1, A2 and A4 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A3 is equivalent to the third quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60A4 - Basic Writing and Grammar - Paragraph Construction and Development
Prerequisite: None.
Advisory: Recommended for students not qualified for ENG-50.
Intended for students who need concentrated attention in basic English grammar, usage, punctuation, sentence structure, spelling, and paragraph writing. Subsequent enrollment in sections A1, A2 and A3 will provide students an opportunity for additional skill and competency development. Sections A1, A2, A3, and A4 may be taken in any order. ENG-60A4 is equivalent to the fourth quarter of ENG-60A. 18 hours lecture and 4.5 hours laboratory. (Non-degree credit course. CR-NC only)

ENG-60B - English Fundamentals: Paragraph to Essay 4 units
Prerequisite: ENG-60A or qualifying preparation score.
Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC Only) (Non-Degree Credit Course)

ENG-85 – Writing Clinic .5 unit
Prerequisite: None.
Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students’ enrollment in the course. 27 hours laboratory.

ENG-90A - Special Topics in English: Vocabulary Enhancement
Prerequisite: None.
Advisory: Qualification for ENG-50 recommended.
This course develops vocabulary building skills through expanding the students’ knowledge of the roots, prefixes and suffixes. The course examines the history of the English language and the impact of the history on language development. Students will expand their vocabulary by at least 1,500 generative words. Vocabulary is mastered through dictionary and thesaurus work that identifies parts of speech, accent, syllables, meaning and etymology. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only.)

ENG-90B - Special Topics in English: The Research Paper Process
Prerequisite: None.
Advisory: Qualification for ENG-50 recommended.
This course guides the students through the entire research process, which includes choosing the topic, conducting the research in the library and through the Internet, designing the research paper, determining a thesis statement, organizing the research material, pre-writing and multiple drafts, peer critiques, academic formats and preparation of the final product. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ENG-96 - Writing and Reading Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, Reading or Speech Communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

ENG-97 - Writing and Reading Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, Reading or Speech Communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

**ENGLISH AS A SECOND LANGUAGE**

**ESL-51 - Basic Grammar & Writing I** 4 units
Prerequisite: None.
This beginning English as a Second Language course for non-native speakers emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC ONLY) (Non-Degree credit course)

**ESL-51A - Basic Grammar & Writing IA** 2 units
Prerequisite: None.
This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an additional semester will provide the student with an opportunity for additional skills and competency development within the level and subject matter. ESL-51A is equivalent to the first half of ESL-51. May be taken a total of two times. 36 hours lecture and 9 hours laboratory. (Non-degree credit course. CR-NC only)
ESL-51B - Basic Grammar & Writing IB 2 units
Prerequisite: None.
Advisory: ESL-51A recommended.
This beginning ESL course emphasizes elementary competency in standard written English with a focus on basic grammar and writing skills. Instruction will also include vocabulary and reading skills necessary for success in introductory academic English. Subsequent enrollment in an additional semester will provide the student an opportunity for continued skills and competency development within the level and subject matter. ESL-51B is equivalent to the second half of ESL-51. May be taken a total of two times. 36 hours lecture and 9 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-52 - Low-intermediate Grammar and Writing 4 units
Prerequisite: ESL-51 or qualifying preparation score.
This low intermediate English as a Second Language course for non-native speakers of English develops competency in standard written English with a continued focus on basic grammar and writing skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate academic English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC ONLY) (Non-degree credit course)

ESL-53 - Intermediate Grammar & Writing I 4 units
Prerequisite: ESL-52 or qualifying preparation score.
This intermediate English as a Second Language course for non-native speakers of English increases competency in standard written English with a focus on intermediate grammar and writing skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (CR/NC ONLY) (Non-degree credit course)

ESL-54 - High-intermediate Grammar and Writing 5 units
UC, CSU
Prerequisite: ESL-53 or qualifying preparation score.
This high-intermediate English as a Second Language course for non-native speakers of English emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of three times. 90 hours lecture and 18 hours laboratory. (CR/NC or Grade Option) (Degree credit course)

ESL-55 - Advanced Grammar & Writing 5 units
UC, CSU
Prerequisite: ESL-54 or qualifying preparation score.
This advanced English as a Second Language course for non-native speakers of English emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes an intensive study of phrases and dependent clauses, a review of parts of speech, spelling, punctuation and compound/complex sentence structure, as well as continued development of vocabulary, reading and academic skills necessary for success in college classes. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of three times. 90 hours lecture and 18 hours laboratory. (CR/NC or Grade Option) (Degree credit course)

ESL-65 - American Classroom Culture 1 unit
Prerequisite: None.
Advisory: Qualification for ESL-53.
This English as a Second Language course for non-native speakers of English is designed to assist international students with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours of lecture. (CR-NC)

ESL-71 - Basic Reading and Vocabulary 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-51 or 52 strongly recommended.
This course emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, and comprehension of short, adapted reading selections. Simple reading skills practice includes previewing, finding the main idea, simple outlining, scanning and detecting sequence. Vocabulary building focuses on word formation, determining meaning of words in context, usage rules and introduction to the use of basic prefixes and suffixes in the prediction of meaning. Students develop dictionary skills using a simplified monolingual English dictionary. Subsequent enrollment in an additional semester will provide the student an opportunity for further skills and competency at the basic level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-72 - Intermediate Reading Comprehension and Vocabulary 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-53 or 54 strongly recommended.
This course emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. Reading skills practice includes using context clues, skimming, scanning anticipating, simple inferencing and distinguishing fact vs. opinion. Vocabulary building focuses on predicting meaning of vocabulary from context, use of contextual clues in identifying the relationship of ideas in factual writing, and expanded study of idioms, prefixes, suffixes and word roots. Students also develop basic library skills. Subsequent enrollment in an additional semester will provide the student an opportunity for further skills and competency at the intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-73 - High Intermediate Reading 4 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-53 or 54 strongly recommended.
This course emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of both adapted and authentic reading selections of varying lengths. The major focus is on determining meaning of vocabulary from context, word forms and variation in tone; simple analysis of text involving distinctions between fact and
opinion; developing different reading strategies for a variety of texts, prediction and inferencing skills. Students determine the organization of texts, differentiate main ideas from supporting details, and make summaries/paraphrases of texts. Students become more adept at using the library for basic research. Subsequent enrollment in an additional semester will provide the students with an opportunity for further skills and competency development at the high intermediate level. May be taken a total of two times. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade/CR-NC option.)

ESL-90A - Special Topics in ESL: Outlining and Notetaking for College Classes I
1 unit
Prerequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 recommended.
This course is designed to provide students with basic instruction and extensive practice in the two major academic skills of outlining and notetaking for college classes. Mini-lectures and preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures using simplified vocabulary on academic skills topics. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90B - Special Topics in ESL: Outlining and Notetaking for College Classes II
1 unit
Prerequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.
This course is designed to provide students with intermediate instruction and extensive practice in the two major academic skills of outlining and notetaking for college classes. Students take notes while listening to short, simplified lectures from various academic disciplines, and practice advanced outlining/notetaking techniques using unadapted selections from college textbooks. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90C - Special Topics in ESL: Preposition Review
1 unit
Prerequisite: None.
Advisory: Qualification for ESL-53 or higher strongly recommended.
This course is designed to provide students with basic instruction and practice in the use of the preposition. Attention will focus on specialized and problem areas in its use. Topics may include two- and three-part verbal idioms, two-part adjectives and prepositions used in nominal, adjectival and adverbial idioms. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90D - Special Topics in ESL: Verb Tense Review
1 unit
Prerequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.
This course is designed to provide ESL students with review, practice and integrated use of the basic English verb tenses. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90E - Special Topics in ESL: Academic Vocabulary Study
1 unit
Prerequisite: None.
Advisory: Qualification for ESL-54 or 55 strongly recommended.
This course is designed to provide students with basic instruction and practice in a wide variety of communicative activities that expand their language skills in understanding and using high-frequency academic vocabulary. It approaches vocabulary study on three levels: the word level, the sentence level, and the context level, focusing on increasing students’ active vocabulary so that they learn not only the meaning of words but also their use in original expressions. May be taken a total of three times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90F - Special Topics in ESL: Critical Reading of Literature in English
1 unit
Critical Reading of Literature in English
Prerequisite: None.
Advisory: Qualification for ESL-54, 55 or ENG-50 strongly recommended.
This course is designed to provide ESL students with basic instruction and extensive practice in summarizing, analyzing and supporting opinions in English by reading and writing about American literature. Students learn critical thinking skills required for writing plot summaries and character analysis, as well as improve their academic vocabulary and knowledge of American culture through reading adapted versions of typical U.S. literary selections. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90G - Special Topics in ESL: Mastering Articles: A, An, and The
1 unit
Articles: A, An, and The
Prerequisite: None.
Advisory: Qualification for ESL-53, 55 or ENG-50 strongly recommended.
Highly recommended for hearing impaired students
This course is designed to provide ESL and hearing impaired students with extensive review, practice, and use of definite and indefinite articles in English. May be taken a total of four times. 18 hours lecture. (Non-degree credit course. CR-NC only)

ESL-90H – Special Topics in ESL: Phrases and Clauses
1 unit
Phrases and Clauses
Prerequisite: None.
Advisory: Qualification for ESL-54 or higher recommended.
Designed to provide students with basic instruction and practice in writing well-structured sentences. The course will enhance the students’ competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. May be taken a total of four times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90I – Special Topics in ESL: Punctuation Review
1 unit
Punctuation Review
Prerequisite: None.
Advisory: Qualification for ESL-53 or higher recommended.
Designed to improve students’ use of punctuation. Students will analyze and apply the principles of punctuation in American English. May be taken a total of three times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90J – Special Topics in ESL: Spelling Review
1 unit
Spelling Review
Prerequisite: None.
Advisory: Qualification for ESL-53 or higher recommended.
Designed to improve students’ spelling skills. Students will analyze and apply the principles of spelling in American English. May be taken a total of three times. 18 hours lecture. (Non-degree Credit Course. CR-NC only)

ESL-90K - Special Topics in ESL: Introduction to Using the Internet
1 unit
Introduction to Using the Internet
Prerequisite: None.
Advisory: Qualification for ESL-54 or higher recommended.
Designed to familiarize students with basic terminology for working online, using the Internet to do academic research, and providing practice with email, bulletin boards, posting messages, web research using URLs and search engines, writing web site reviews and posting paragraphs and short essays online. May be taken a total of two times. 18 hours lecture. (Non-Degree Credit Course. CR-NC Only)
ESL-91 - Oral Skills I: Beginning Oral Communication 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-51 or 52 strongly recommended.
This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of some words and functional expressions in life skills areas — shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listeners stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the beginning level. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-53 or 54 strongly recommended.
This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the intermediate level. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-93 - Oral Skills III: Advanced Oral Communication 3 units
Prerequisite: None.
Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50 recommended.
This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. Subsequent enrollment in an additional semester will provide the student with an opportunity for further skills and competency development at the advanced level. May be taken a total of two times. 54 hours lecture and 18 hours laboratory. (Degree credit course. CR-NC or grade option.)

ESL-94 - Pronunciation and Accent Reduction 3 units
Prerequisite: None.
Advisory: Qualification for ESL-52 or higher recommended.
Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogues and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and diphthongs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. May be taken a total of three times. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. CR-NC only)

ESL-95 - ESL Writing and Reading Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of four times. 27 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

ESL-96 - ESL Writing and Reading Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of four times. 54 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

ESL-97 - ESL Writing and Reading Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Writing and Reading Center access for students who feel they will benefit from use of the Writing and Reading Center’s resources. May be taken a total of four times. 54 hours lecture laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

FIRE TECHNOLOGY

FIT-1 - Fire Protection Organization 3 units
CSU
Prerequisite: None.
Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service, fire services nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

FIT-2 - Fire Behavior and Combustion 3 units
CSU
Prerequisite: None.
Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. 54 hours lecture.

FIT-3 - Fire Protection Equipment and Systems 3 units
CSU
Prerequisite: None.
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.
FIT-4 - Building Construction for Fire Protection 3 units
CSU
Prerequisite: None.
This course is the study of the components of building construction that relates to fire safety. The elects of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture.

FIT-5 - Fire Prevention 3 units
CSU
Prerequisite: None.
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression. 54 hours lecture.

FIT-6 - Fire Apparatus and Equipment 3 units
CSU
Prerequisite: None.
This course exposes the student to mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. 54 hours lecture.

FIT-8 - Strategies and Tactics 3 units
CSU
Prerequisite: None.
Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; an organized approach to decision making on the fire ground. 54 hours lecture.

FIT-9 - Fire Ground Hydraulics 3 units
CSU
Prerequisite: None.
This is a course in the principles of hydraulics; hydraulic measurement, engine and hose appliance calculations; calculate discharge and velocity flow; determine engine and nozzle pressure in field situations. 54 hours lecture.

FIT-13 - Essentials of Firefighting 16 units
CSU
Prerequisite: None.
Limitation on enrollment: As required by California State Fire Marshal, students must be 16 years of age or older at start of course.
Prepares students for voluntary status as firefighter trainees. Includes an orientation to wildland fires, incident command modules, safety issues for firefighters and extraction techniques. 246 hours lecture and 144 hours laboratory.

FIT-14 – Wildland Fire Control 3 units
CSU
Prerequisite: None.
This course provides students with a fundamental knowledge of factors affecting Wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in Wildland fire control. 54 hours lecture.

FIT-200 – Fire Technology Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

FIT-A1A - Fire Investigation 1A 2 units
Prerequisite: None.
Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence; scientific aids; laws relating to arson; case preparation and report writing. This course meets the requirements of the California Fire Academy System. 40 hours lecture.

FIT-A1B - Fire Investigation 1B 2 units
Prerequisite: FIT-A1A.
This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FIT-A1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. 40 hours lecture.

FIT-A2A – Fire Investigation 2A 2 units
Prerequisite: FIT-A1B.
This course provides the information to successfully investigate, apprehend, and convict arsonists and focuses heavily on the legal case preparation. May be taken a total of two times. 40 hours lecture.

FIT-A2B – Fire Investigation 2B 2 units
Prerequisite: FIT-A2A.
This course provides advanced instruction in fire scene investigation, case preparation and courtroom presentation. May be taken a total of two times. 40 hours lecture.

FIT-C1A - Command 1A, Command Principles for Command Officers 2 units
Prerequisite: None.
Designed to provide fire company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision making, the act of commanding, the authority, the personnel, organization structure and preplanning and training techniques. 40 hours lecture.

FIT-C1B - Command 1B, Hazardous Materials 2 units
Prerequisite: FIT-C1A.
Designed to provide fire company officers with information and experience in hazardous materials and incident management skills. Emphasizes utilization of command principles, special techniques and emergency planning. 40 hours lecture.
FIT-C1A – Fire Command 1A I-Zone Firefighting for Company Officers 2 units
Prerequisite: FIT-C1A.
This course is designed around the responsibilities of the company officer at a wildland/urban interface incident. It will bring the structural company officer out of the city and into the urban interface. 40 hours lecture.

FIT-C1M – CDF Incident Management 1 .5 unit
Prerequisite: FIT-S1A and FIT-S1B or S1D.
This course is for new company officers or individuals who may be functioning as incident commander of an emergency incident in the initial stages of response. It teaches fundamentals of emergency incident management, and the basic capabilities and use of initial attack resources as they relate to initial attack fire strategy situations. 11 hours lecture and 11 hours laboratory.

FIT-C2A - Command 2A, Command Tactics at Major Fires 2 units
Prerequisite: FIT-C1A.
This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations and communication/management techniques for use in unified command structures and areas of geographical division separation. 40 hours lecture.

FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents 2 units
Prerequisite: FIT-C1B and C2A.
This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community’s hazardous materials problems, legislation, litigation and liabilities of hazardous materials response. 40 hours lecture.

FIT-C2C - Command 2C, High Rise Fire Tactics 2 units
Prerequisite: FIT-C2A.
This course is approached from a system basis and is applied to both small and large high rise buildings. Topics include: prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System and specific responsibilities. Case studies and simulation are used. 40 hours lecture.

FIT-C2D - Command 2D, Planning for Large Scale Disasters 2 units
Prerequisite: FIT-C1A and C1B.
This course is designed for supervisory and managerial fire service personnel. The course critically examines the need for emergency disaster/multi-hazard management systems, preplanning, multi-disciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. 40 hours lecture.

FIT-C2E - Command 2E, Wildland Firefighting Tactics 1 unit
Prerequisite: FIT-C1A and C1B.
Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. 24 hours lecture and 16 hours laboratory.

FIT-C2M - Incident Management 2 1 unit
Prerequisite: None.
Provides line and staff officers and potential line and staff officers with the basic management knowledge necessary to perform and coordinate in a management/supervisory capacity during a fire incident. 18 hours lecture and 18 hours laboratory.

FIT-C3M - Incident Management 3 1 unit
Prerequisite: FIT-C2M.
Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/supervisory capacity during an extended wildland fire attack related incident. 18 hours lecture and 18 hours laboratory.

FIT-C19A - Introduction to Wildland Fire Behavior (S-190) .25 unit
Prerequisite: None.
This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. 8 hours lecture.

FIT-C19B - Intermediate Wildland Fire Behavior (S-290) .5 unit
Prerequisite: FIT-C19A.
This intermediate course is designed to meet the training requirements to work in the operations section of the Incident Command System. This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management operations. 16 hours lecture and 16 hours laboratory.

FIT-C19C - Wildland Fire Behavior Calculations (S-390) 1 unit
Prerequisite: FIT-C19A and C19B.
This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management activities. The course is designed to meet the training requirements to work in the operations section of the Incident Command System. Topics include fire behavior calculations using the BEHAVE Plus processor, methods and applications. 24 hours lecture and 16 hours laboratory.

FIT-C20 - Basic Incident Command System (I-200) .5 unit
Prerequisite: None.
Provides public safety workers and potential public safety workers with the knowledge necessary to perform in a support capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. 12 hours lecture and 4 hours laboratory.

FIT-C23 - Staging Area Manager (S-236) .25 unit
Prerequisite: FIT-C20.
This course is designed to enable the student to perform as an effective Staging Area Manager during an incident being managed according to ICS. Includes topics such as staging area layout, check-in and organization, staging area management and completion of associated ICS forms. 8 hours lecture.

FIT-C30 - Intermediate Incident Command System-ICS 300 .5 unit
Prerequisite: FIT-C20.
Provides Public Safety managers/supervisors and potential Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event being managed within the organizational guidelines, defined terminology and common responsibilities and roles of the Incident Command System. 8 hours lecture and 16 hours laboratory.
FIT-C33A - Strike Team Leader- All Risk (S-330) 1.5 unit  
Prerequisite: FIT-C30.  
This course provides students with the necessary information to become a State certified Strike Team Leader – All Risk. May be taken a total of two times. 28 hours lecture and 4 hours laboratory.

FIT-C36 - Supply Unit Leader (I-356) 1 unit  
Prerequisite: FIT-C30.  
This course will enable the student to perform the duties of an effective Supply Unit Leader within the Logistics organization, during an incident being managed as described by the Incident Command System (ICS). Subjects covered: organization of supply unit function, relationships with other functions, organizations and operation of the supply unit function and demobilization. 24 hours lecture.

FIT-C38 - Communications Unit Leader (S-358) 1 unit  
Prerequisite: FIT-C30.  
Advisory: Prior to attending the course, students should review ICS Field Operations Guide. Dispatch experience is helpful.  
Communications Unit Leader is designed to meet the training needs of the Communication Unit Leader position under the National Interagency Incident Management System (NIMS) qualification standards. 24 hours lecture and 16 hours laboratory.

FIT-C39 - Division/Group Supervisor (S-339) .25 unit  
Prerequisite: FIT-C30 and one of the following: FIT-C33A, C34A or C34C.  
Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.  
This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). 8 hours lecture and 16 hours laboratory.

FIT-C40 - Advanced Incident Command System (I-400) .25 unit  
Prerequisite: FIT-C20 and C30.  
Provides Public Safety managers/supervisors with the knowledge necessary to perform in a management/supervisory capacity at an incident or event. Defines terminology, common responsibilities and roles of the Incident Command System. 8 hours lecture and 16 hours laboratory.

FIT-C41 - Safety Officer (I-401) 1 unit  
Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.  
This course introduces new safety officers to the ICS framework. Subjects covered include Safety Officer effectiveness, analysis techniques, safety messages, briefings and special reports and high hazard operations. 24 hours lecture.

FIT-C42 - Information Officer (I-403) 1 unit  
Prerequisite: None.  
Advisory: FIT-C20, C30 and C40 recommended.  
This course delivers the information needed for functioning as a Public Information Officer in an emergency incident. After completing this course the student will be able to represent an emergency response agency to the media and the public. The course will introduce public relations, dealing with the media and the issuing of press releases. 24 hours lecture and 8 hours laboratory.

FIT-C43 – Operations Section Chief All Risk (S-430) 1 unit  
Prerequisite: FIT-C39, FIT-C40.  
Limitation on enrollment: Must be associated with a fire department at the Company Officer level.  
This course meets all requirements of the Firescope All Risk qualification system for the position of Operations Section Chief. Additionally, this course complies with the Wildland Fire Qualifications System set forth in 310-1 and the National Wildfire Coordinating Group. 24 hours lecture and 8 hours laboratory.

FIT-D1 – Fire Department Organization for Dispatchers 1 unit  
Prerequisite: None.  
This course provides students with history of Firescope, knowledge of the Incident Command System and Integrated Fire Protection as it pertains to fire dispatchers. Students will be introduced to various types of Fire Department equipment. 24 hours lecture.

FIT-D1B - Support Dispatcher (D310) 1 unit  
Prerequisite: None.  
This course is designed to train entry level Public Safety Dispatch Support Personnel. The course includes exposure to public safety telephone and radio communication procedures, legal aspects of public safety dispatch operations and stress management. 16 hours lecture and 20 hours laboratory.

FIT-D2 – Emergency Call Taking for Fire and EMS 1 unit  
Prerequisite: None.  
This course provides students with knowledge of 911 systems and an introduction to the VESTA phone system. Students will learn procedure to receive emergency reports and input information using a Computer Aided Dispatch software system. 10 hours lecture and 52 hours laboratory.

FIT-D3 – Dispatcher Communication Systems .25 unit  
Prerequisite: None.  
This course provides students with knowledge of theory and application of public safety radio systems and radio nets. Student will learn radio console operations. 8 hours lecture and 2 hours laboratory.

FIT-D4 – Support Radio Dispatching .5 unit  
Prerequisite: FIT-D3.  
This course provides students with knowledge of fire service radio terminology and the application of resource status, tracking and record keeping. Students will be introduced to multitasking emergency phones and radio traffic. This is the entry level to radio training. 10 hours lecture and 14 hours laboratory.

FIT-D5 – Initial Attack Dispatch Operations .5 unit  
Prerequisite: FIT-D3 and D4.  
This course provides students with knowledge of mutual aid and automatic aid. Students will learn to dispatch equipment and personnel utilizing a CAD software program, a uniform dispatch sequence and a standard response plan. Students will learn geographical locations facilities and apparatus. 13 hours lecture and 7 hours laboratory.
FIT-D6 – Initiating and Supporting a Wildland Dispatch and other Large Scale Emergencies
Prerequisite: FIT-D3, D4 and D5.
This course provides fire dispatchers and students with skills and abilities necessary for dispatching wildland fire incidents. Students will learn the importance of teamwork in the dispatch office as well as terminology and technology as it relates to wildland fires. 24 hours lecture and 8 hours laboratory.

FIT-D6A - Fire Dispatcher Wildland Skills Refresher .25 unit
Prerequisite: None.
This course is a comprehensive review of operational practices that pertain to the initial dispatch, support dispatch and other dispatch functions of wildland fire incidents. This course will provide the student with a review of wildland fire dispatching policy updates as well as the proper procedure necessary to determine the need to initiate and/or support a wildland fire response. Students will learn to assemble and dispatch the initial attack response by consulting a standard response plan, the information given by the reporting party and the prescribed dispatch level. Students will learn the type of equipment and amount of equipment initially dispatched to the wild land fire based on temperature, relative humidity and fuel moisture reports. 8 hours of lecture and 8 hours laboratory.

FIT-D7 – Multi-Agency Incident Resource Processing System .25 unit
Prerequisite: FIT-D6.
This course provides fire dispatch personnel with knowledge of the Multi-Agency Incident Resource Processing System (MIRPS). Students learn new MIRPS is used to track fire equipment and personnel on a local, regional, statewide and national level. 20 hours laboratory.

FIT-D8 – Emergency Medical Dispatch 1.5 units
Prerequisite: None.
This course provides students with the knowledge and skills necessary to interrogate 911 callers and provide emergency medical directions and prioritize response until EMS providers arrive. This course also provides students with CPR and First Aid certification. 32 hours lecture and 8 hours laboratory.

FIT-E1A - Cardiopulmonary Resuscitation .25 unit
Prerequisite: None.
This course provides training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 8 hours laboratory.

FIT-E2A - First Responder Medical 2 units
Prerequisite: None.
This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 38 hours lecture and 12 hours laboratory.

FIT-E2B - First Responder Medical Refresher .5 unit
Prerequisite: FIT-E2A.
This course is designed specifically for fire technology and medical personnel as a refresher/update to the Basic First Responder course. The course is designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 8 hours laboratory.

FIT-E2C - First Responder Medical/EMT 1A 3.5 units
Upgrade Program
Prerequisite: FIT-E2A.
This course is designed specifically for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 60 hours lecture and 40 hours laboratory (including 10 hours clinical.)

FIT-E3D - Emergency Medical Technician 1 unit
Continuing Education
Prerequisite: FIT-E3C.
This course is designed to provide fire service personnel with annually required continuing education in pre-hospital emergency medical care at the EMT-1 level. May be taken a total of four times. 20 hours lecture and 12 hours laboratory.

FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation .5 unit
Prerequisite: None.
This course is designed specifically for non-first responder personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 16 hours laboratory.

FIT-E7B - Public Safety First Aid and Cardiopulmonary Resuscitation Instructor .5 unit
Prerequisite: None.
This course is designed for qualified instructors who wish to teach Public First Aid and CPR. Course includes Public First Aid and CPR overview and basic instructional and presentation techniques. 12 hours lecture and 6 hours laboratory.

FIT-E7D - Workplace First Aid and Cardiopulmonary Resuscitation .25 unit
Prerequisite: None.
This course is designed specifically for civilian personnel interested in gaining some basic first aid and cardiopulmonary resuscitation exposure with special emphasis on dealing with medical emergencies during the first five minutes. 8 hours laboratory.

FIT-H1 – Hazardous Materials First Responder Awareness .25 unit
Prerequisite: None.
Provides participants who are likely first to arrive on scene the ability to recognize a hazardous materials incident and implement actions to protect themselves and the public as per applicable OSHA regulations. 8 hours lecture.

FIT-H2 - Hazardous Materials First Responder Operational .5 unit
Prerequisite: None.
Provides public safety workers and potential public safety workers who are likely first responders with an improved capability to respond to Hazardous Materials events in a safe and competent manner, within typical resource and capability limitations at the operational level. 14 hours lecture and 2 hours laboratory.
FIT-H3 - Hazardous Materials First Responder .25 unit
Operational-Decontamination
Prerequisite: FIT-H2.
Provides Hazardous Materials First Responder Operational certified individuals with an improved capability to respond to hazardous materials incidents and mitigate HazMat team members and victims possible or probable contamination. 4 hours lecture and 4 hours laboratory.

FIT-H4 - Emergency Response to Terrorism .25 unit
Prerequisite: None.
Provides fire service personnel, and other public safety workers, with an improved awareness of and capability to respond to possible domestic terrorism events in a safe and competent manner, within typical resource and capability limitations. 8 hours lecture and 8 hours laboratory.

FIT-H5 - Emergency Response to Electric Vehicles .25 unit
Prerequisite: None.
This course provides fire service, emergency medical, and law enforcement personnel with an increased level of awareness of and capability to safely mitigate emergencies involving electric vehicles. 6 hours lecture and 2 hours laboratory.

FIT-H7 - Hazardous Materials Incident Commander 2 units
Prerequisite: FIT-H2.
This course provides the HAZ MAT technician with an increased capability to assume the role of an Incident Commander, and other Command and General Staff ICS positions during HAZMAT events. Emphasis is placed on personal safety and management. 36 hours lecture.

FIT-I1A - Instructor 1A, Instructional Techniques 2 units
Prerequisite: None.
This is the first of a two course series and is the Standard State Board of Fire Services accredited course for trainers. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. 40 hours lecture.

FIT-I1B - Instructor 1B, Instructional Techniques 2 units
Prerequisite: FIT-I1A.
This is the second of a two course series and is the Standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. 40 hours lecture.

FIT-I2A - Instructor 2A, Techniques of Evaluation 2 units
Prerequisite: FIT-I1A and II.B.
This is the first of a three course series which provides the instructor and/or supervisor with the techniques of evaluation. It includes construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security and evaluation of test results to determine instructor and student effectiveness. This is an essential course for writing valid, objective tests. 40 hours lecture.

FIT-I2B - Instructor 2B, Group Discussion 2 units
Techniques
Prerequisite: FIT-I1A and I1B.
This course is designed to provide the instructor and/or supervisor with leadership skills. Group dynamics, problem solving techniques and interpersonal relations are developed and utilized in conducting actual staff meetings, brainstorming sessions and organized, effective conference meetings. Skills are also developed in conducting formal public meetings such as panel discussions and forums. 40 hours lecture.

FIT-I2C - Instructor 2C, Employing Audio Visual Aids 2 units
Prerequisite: FIT-I1A and I1B.
This course covers the principles of media in the instructional process; selection of A/V and instructional media; employment of basic and advanced forms of instructional media; use of computers in the instructional process; and individualized instruction program. 40 hours lecture.

FIT-I3 - Fire Instructor 3, Master Instructor .5 unit
Prerequisite: FIT-I1A, I1B, I2A, I2B and I2C
This is the final course in a series of courses designed to educate and train professional instructors for the fire service. This course is accredited by the California State Board of Fire Services and is one of the prerequisites for teaching any of the Instructor series courses. This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. 40 hours lecture.

FIT-I4 - California State Fire Marshal .25 unit
Prerequisite: None.
This one day course is designed for fire service personnel interested in teaching CFSTES (California Fire Service Training and Education System) courses. Upon completion, participants will be able to register for the certification course they wish to teach, understand how to set up and return those courses taught, identify instructor responsibilities and provide their students with knowledge of how to find information pertaining to State Fire Training. 8 hours lecture.

FIT-M1 - Fire Management 1, Management/Supervision for Company Officers 2 units
Prerequisite: None.
This course is designed to prepare or enhance the first line supervisor’s ability to supervise subordinates. The course introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personal evaluations and counseling guidelines. 40 hours lecture.

FIT-M2A - Organizational Development and Human Relations 2 units
Prerequisite: FIT-M1.
This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. 40 hours lecture.
FIT-M2B - Fire Management 2B, Fire Service
Financial Management
Prerequisite: FIT-M1.
This course is designed to provide insight into the cyclical nature of budgeting financial management. As a management course, the student will become familiar with the essential elements of the financial planning, budget justification and budget controls. 40 hours lecture.

FIT-M2C - Management 2C, Personnel and Labor Relations
Prerequisite: FIT-M1 and M2A.
This course is designed to provide the fire manager with advanced knowledge and insight into fire personnel, human resource, diversity management, legal mandates, labor relations and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. 40 hours lecture.

FIT-M2D - Fire Management 2D, Master Planning in the Fire Science
Prerequisite: FIT-M1.
This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis and others. 40 hours lecture.

FIT-M2E - Contemporary Issues and Concepts
Prerequisite: FIT-M2A and M2B.
This course provides an overview of contemporary management issues and concepts. Key topics include governmental relations, changing/setting policy formation, program management, personnel, labor relations, and legal environment. 40 hours lecture.

FIT-M3 – Fire Service Grant Writing
Prerequisite: None.
This course introduces the student to grant writing for fire service. Participants will learn how to identify appropriate public and private funding sources and how to write a project proposal. Elements of grant management will include budgeting, program evaluation and reporting. 12 hours lecture and 4 hours laboratory.

FIT-M17 – Community Emergency Response Team (CERT)
Prerequisite: None.
This course provides students with skills and abilities required by the Federal Emergency Management Agency to participate in the Community Emergency Response Team (CERT) Program. CERT training prepares students to help themselves, their families and neighbors in the event of a catastrophic disaster. Students will learn how citizens can assist emergency responders in areas of emergency preparedness, fire suppression, utility control, disaster medical operations (CPR and First Aid), and light search and rescue. 16 hours lecture and 8 hours laboratory.

FIT-M20 - Developing a Personal Philosophy of Leadership
Prerequisite: None.
This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 24 hours lecture and 16 hours laboratory.

FIT-M21 - Leading Others
1.5 units
Prerequisite: None.
This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. 32 hours lecture and 8 hours laboratory.

FIT-M22 - Organizational Leadership
1 unit
Prerequisite: None.
This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. 20 hours lecture and 20 hours laboratory.

FIT-M23 - Ethics and the Challenge of Leadership
1 unit
Prerequisite: None.
In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today’s diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. 24 hours lecture and 16 hours laboratory.

FIT-P1A - Prevention 1A, Fire Inspection Practices
2 units
Prerequisite: None.
This course of study provides a broad technical overview of fire prevention codes, ordinances and fire prevention practices. 40 hours lecture.

FIT-P1B - Prevention 1B, Code Enforcement
2 units
Prerequisite: FIT-P1A.
This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports and processing plans. 40 hours lecture.
FIT-P1C - Prevention 1C, Flammable Liquids and Gases 2 units
Prerequisite: FIT-P1A and P1B.
This course focuses on the special hazards associated with flammable combustible liquids and gases. Some topics of discussion include: bulk storage and handling, transportation of flammable gases and liquids and more. 40 hours lecture.

FIT-P2A – Fire Prevention 2A 2 units
Prerequisite: FIT-P1B.
Advisory: Pre-class study of the Uniform Building Code Occupancy Classification Table and NFPA pamphlets 72A and 72E.
This course provides the most up-to-date information on laws and regulations pertaining to systems, description, installations and problems relating to fire protection systems. May be taken a total of two times. 40 hours lecture.

FIT-P2B – Fire Prevention 2B 2 units
Prerequisite: FIT-P1B.
This course provides participants with extensive, in-depth information about the fire and life safety standards of buildings as they relate to Titles 19 and 24 of the California Code of Regulations. May be taken a total of two times. 40 hours lecture.

FIT-P2C – Fire Prevention 2C 2 units
Prerequisite: FIT-P1B.
This course introduces the student to more unique or unusual prevention challenges. May be taken a total of two times. 40 hours lecture.

FIT-R1A - Rescue Systems 1 .5 unit
Prerequisite: None.
This course includes: heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of ladders in specialized rescue situations; and simulated rescue exercises. 45 hours laboratory.

FIT-R1B - Rescue Systems 2 (Heavy Rescue Systems) .5 unit
Prerequisite: FIT-R1A.
This course includes heavy rescue systems for heavy object lifting, movement and stabilization, team organization, emergency building shoring, small power and hand tools, advanced use of ropes, knots, rigging and pulley systems and simulated rescue exercises. 16 hours lecture and 24 hours laboratory.

FIT-R2A - Confined Space Rescue - Awareness Level .5 unit
Prerequisite: None.
This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring and confined area operation perimeters. 9 hours lecture.

FIT-R2B - Confined Space Rescue - Operational Level 1 unit
Prerequisite: FIT-R2A.
This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. 12 hours lecture and 28 hours laboratory.

FIT-R2C - Confined Space Rescue-Train the Trainer 1 unit
Prerequisite: FIT-R2B.
This course presents a review of confined space definitions and operating restrictions and principles, and basic instructional precepts then moves the candidate through a series of drills, scenarios, and presentations for practical application of skills and techniques presented. 10 hours lecture and 30 hours laboratory.

FIT-R3 - Basic Automobile Extrication .25 unit
Prerequisite: None.
This course includes team organization, rescue and safety considerations, use of hand tools, use of hydraulic tools, use of pneumatic tools, use of wood cribbing and air bags, vehicle and victim stabilization techniques and scene management. 4 hours lecture and 12 hours laboratory.

FIT-R4 - Low Angle Rescue-Introduction to Rescue Systems .25 unit
Prerequisite: None.
Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems. 4 hours lecture and 20 hours laboratory.

FIT-R7 - Trench Rescue for Fire Service Personnel .25 unit
Prerequisite: None.
This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures. 4 hours lecture and 12 hours laboratory.

FIT-R10 – Rapid Intervention Crews and Tactics .25 unit
Prerequisite: FIT-S3 or equivalent. Designed for in-service personnel.
This course provides students with the knowledge to identify potential life threatening situations that may arise during a structural firefighting incident and the skills necessary to perform rescues on trapped firefighters as well as self-rescue techniques. May be taken a total of two times. 4 hours lecture and 16 hours laboratory.

FIT-S1A - Fire Apparatus Driver/Operator 1A, Emergency Vehicle Operations 1 unit
Prerequisite: None.
Advisory: California Firefighter I Certification, Limitation on enrollment: Class B California Driver’s License or California Firefighter Restricted License.
This course is designed to provide the student with information on driving techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. 24 hours lecture and 16 hours laboratory.

FIT-S1B - Fire Apparatus Driver/Operator 1B, Pump Operations 1 unit
Prerequisite: None.
Advisory: California Firefighter I Certification, Limitation on enrollment: Class B California Driver’s License or California Firefighter Restricted License.
This course is designed to provide the student with information, theory, methods and techniques for operating fire service pumps. 24 hours lecture and 16 hours laboratory.
FIT-S1D - Basic Fire Engine Operation  2.5 units  
Prerequisite: None.
This course presents an introduction to the laws and operating techniques relating to the emergency and non-emergency operation of fire apparatus, theories and principles of defensive driving, an overview of vehicle systems and subsystems, vehicle preventative maintenance checks and troubleshooting, annual certification testing, pump operation and maintenance, pumping techniques, and vehicle on the road operation in normal and abnormal situations. 34 hours lecture and 72 hours laboratory.

FIT-S2 - Truck Operations  3 units  
Prerequisite: None.
This course includes aerial physics, ground ladder testing, positive power ventilation techniques, vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment, high rise building incident command procedures, elevator construction, fire service systems and rescue techniques, building search and rescue techniques, salvage and overhaul operations, methods of commercial and residential forcible entry, chain saw safety and maintenance and rapid intervention crew tactics. 45 hours lecture and 50 hours laboratory.

FIT-S3 – Basic Firefighter Academy  19 units  
Prerequisite: Emergency Medical Technician Basic Licensure (EMS 50 & 51 or equivalent) and Fire Protection Organization (FIT-1 or equivalent) Advisory: Basic English Composition (ENG-50), Elementary Algebra (MAT-52) and Reading Level II (REA-82) or qualifying test scores. Limitation on enrollment: Successful completion within one year of a Certified Physical Abilities Test and a Fire Academy Medical Clearance (once student has been offered a spot in the program).
This course provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. These shall include basic rescue operations, including auto extrication, basic fire suppression, prevention and investigation, a basic knowledge of the “Incident Command System” and an introduction to the potential dangers of hazardous materials. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the State Fire Marshal to become certified as a Fire Fighter I. 235 hours lecture and 325 hours laboratory.

FIT-S4 - CDF Firefighter 1 - Basic Academy  2 units  
Prerequisite: None.
This course introduces the novice firefighter to the duties required in both wildland and structural firefighting as part of an engine crew. It is comprised from the minimum training requirements for entry-level seasonal firefighters for the California Department of Forestry and Fire Protection. Fundamentals of wildland fire control and techniques in structural fire control are covered with a strong emphasis on safety. Subjects covered include: fire behavior and terminology, tools used in firefighting, protective clothing and safety equipment, strategies and tactics used in firefighting, storage and deployment of fire hose. 30 hours lecture and 42 hours laboratory.

FIT-S5A – Wildland Safety and Survival  .25 unit  
Prerequisite: None.
Provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is, an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter’s job. 8 hours lecture.

FIT-S6A - Wildland-Urban Interface Fire  .5 unit  
Operations (S-205)  
Prerequisite: None.
This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property and improvements. Operational safety is emphasized in all aspects of this class. 12 hours lecture and 12 hours laboratory.

FIT-S7 - Backfire and Burnout  .25 unit  
Prerequisite: None.
This course provides instruction in the basic safety considerations and procedures for use when immediate and unplanned backfiring or burning out is deemed necessary. The emphasis is directed toward initial attack incidents. The course is an awareness level course (module 1) and is not designed to qualify students as Firing Technical Specialists. 8 hours lecture.

FIT-S10 - Basic High-Rise Fire Operations and Tactics  .25 unit  
Prerequisite: None.
This course prepares the student for fire suppression and rescue operations in the high-rise building environment. It is approached from an operational basis and is applied to both small and large high-rise buildings. Topics include prefire planning, building inventory, ventilation methods, water supply, elevators, life safety and application of the Incident Command System and specific responsibilities. 8 hours lecture and 16 hours laboratory.

FIT-S13 - Fire Control 3, Structural Firefighting  .25 unit  
Prerequisite: None.
This course utilizes the burning of buildings to provide students with hands-on firefighting experience in fire behavior within a building, ventilation, self-contained breathing apparatus, use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting. 6 hours lecture and 18 hours laboratory.

FIT-S14 - Fire Control 4, Oil and Gas Fire Fighting  .25 unit  
Prerequisite: None.
This course utilizes live fire situations to provide hands-on experience in combating fire involving liquefied petroleum gas and flammable liquid fires. Subjects include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements and live fire fighting. 6 hours lecture and 6 hours laboratory.

FIT-S15 - Fire Control 5, Aircraft and Rescue  .25 unit  
Fire Fighting  
Prerequisite: None.
This course provides the students with information, methods and techniques necessary for providing crash fire rescue services at airports. Subjects include utilizing conventional fire apparatus and specialized Crash Fire Rescue (CFR) apparatus, CFR extinguishing agents, types of aircraft, standby procedures, aqueous film forming foam, dual agent systems and operations at crash scenes. 8 hours lecture and 16 hours laboratory.

FIT-S16 – Fire Control 6, Wildland Firefighting  .5 unit  
Essentials  
Prerequisite: None.
This Wildland firefighting course provides information, methods and techniques for utilization of: The California Fire and Rescue Mutual Aid Plan, Incident Command System, wildland firefighting strategy and tactics, structure triage, terminology, survival skills and operating safely in a wildland firefighting incident. 14 hours lecture and 2 hours laboratory.
FIT-S17 – Volunteer Firefighter Trainee Academy 1.5 units
Prerequisite: None.
This course introduces recruit firefighters to the duties required of the trainee volunteer firefighter. It is comprised of the minimum training requirements for entry-level volunteer firefighters for the Riverside County Fire Department. Subjects covered include fire station orientation, fire terminology, communicable disease awareness, tools used in firefighting, protective clothing and safety equipment, storage and deployment of fire hose. 31 hours lecture and 19 hours laboratory.

FIT-S18 – Fire Department Water Tender .25 unit Operations
Prerequisite: None.
This course is for experienced career firefighters who have completed the volunteer trainee and certified volunteer firefighter programs and are ready to advance to the next level of training and responsibility. Students will learn fundamentals of water tender driving and pumping, and be prepared for more complex emergency response situations. 8 hours lecture and 8 hours laboratory.

FIT-S21 – Public Safety Honor Guard Academy 1.5 units
Prerequisite: None.
This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the “Incident Command System”. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory.

FRE-1 - French 1 5 units
UC, CSU (CAN FREN 2) FRE 1+2 = (CAN FREN SEQ A)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. This course includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-2 - French 2 5 units
UC, CSU (CAN FREN 4) FRE 1+2 = (CAN FREN SEQ A)
Prerequisite: FRE-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-3 - French 3 5 units
UC, CSU (FRE 3+4= CAN SEQ B) (CAN FREN 8)
Prerequisite: FRE-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-4 - French 4 5 units
UC, CSU (FRE 3+4= CAN SEQ B) (CAN FREN 10)
Prerequisite: FRE-3.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory.

FRE-8 - Intermediate Conversation 3 units
UC, CSU
Prerequisite: FRE-2 or 3.
Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture; daily life and topics of current interest. May be taken a total of four times. 54 hours lecture.

FRE-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of French culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

GEOGRAPHIC INFORMATION SYSTEMS
GIS-1 - Introduction to Geographic Information Systems 3 units
UC, CSU
Prerequisite: None.
This course provides an in-depth introduction to the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping. The course will present an in-depth review of the necessary hardware and software elements used in GIS. Various applications of GIS technology used in the natural and social sciences, business and government will be presented. The course includes a hands-on component in using the hardware and software elements of GIS. Emphasized will be vector-based data structures and an introduction to raster-based structures using current GIS technology software. Specific topics will include hands-on experience in the use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data base; creating of charts and graphs; and presentation of data in map layouts. 54 hours lecture and 18 hours laboratory.

GIS-5 - Cartography and Base Map Development 3 units
UC, CSU
Prerequisite: GIS 1.
Advisory: Concurrent enrollment in CIS-96 or CIS-97.
This course provides a comprehensive study of Geographic Information Systems (GIS) cartography including cartographic principles, data acquisition methods used in map production and methods of base map development. The course will include the history of cartography, principles of cartography, map projections, scales and map accuracy. Methods of data acquisition will include basic principles of remote
sensing, aerial imagery and the use of Global Positioning System (GPS) in the field for map feature location. Scanning, digitizing and coordinate geometry techniques used in GIS base map development are introduced. The course will include the production of professional quality maps using ArcView. 54 hours lecture.

**GIS-9 - Spatial Analysis with GIS** 3 units
**CSU**
Prerequisite: GIS 1.
Advisory: Concurrent enrollment in CIS-96 or CIS-97.
This course provides an introduction to spatial analysis. This course will briefly review the principles of statistics and relate them to methods used in analysis of geographically referenced data. This course will introduce sampling techniques for data used in Geographic Information Systems (GIS) using raster and vector data structures. The fundamentals of conventional estimation techniques will be compared with geostatistical techniques. The course will present single and multi-layer statistical operations including classification, coordination and modeling analysis. Applications and problems in spatial correlation will be discussed including interpretation of results of spatial analysis. 54 hours lecture.

**GIS-13 - GIS for Science, Business and Government** 3 units
**CSU**
Prerequisite: GIS 9.
This course includes an in depth survey of GIS applications in science (geography, ecology, environmental science, archaeology). This course will provide hands-on training in new modules and extensions of ArcView and introduce hands-on training in ArcInfo. The course will introduce Avenue programming for customizing ArcView. The add on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Spatial analysis will include slope and aspect maps, neighborhood and zone analysis. Network Analyst will include problem-solving techniques for geographic networks (point to point routing) or closest points. Use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision making. 36 hours lecture and 54 hours laboratory.

**GIS-17 Advanced GIS Applications** 3 units
**CSU**
Prerequisite: GIS 9.
This course provides an introduction to advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo. The course will provide hands-on training in new modules and extensions of ArcView and introduce hands-on training in ArcInfo. The course will introduce Avenue programming for customizing ArcView. The add on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Spatial analysis will include slope and aspect maps, neighborhood and zone analysis. Network Analyst will include problem-solving techniques for geographic networks (point to point routing) or closest points. Use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision making. 36 hours lecture and 54 hours laboratory.

**GIS-21 - Global Positioning System (GPS)** 3 units
**Field Techniques**
**CSU**
Prerequisite: GIS 1.
A course in the basic use of a hand-held Global Positioning System (GPS) unit in the field. The course will include an introduction to the terminology, hardware and technology used in GPS. Instruction will include the fundamentals of operating a hand-held GPS unit. The course will introduce the basic techniques used in the determination of location and completion of a traverse using a GPS unit and a topographic map. It will also explain how GPS data can be used in Geographic Information Systems (GIS). 36 hours lecture and 54 hours laboratory.

**GIS-25 - Geographic Information Systems Internship** 3 units
**CSU**
Prerequisite: GIS 9.
A directed field study program where students will apply classroom instruction to real world Geographic Information Systems (GIS) projects in the community. Students should complete GIS-1 and GIS-9 and arrange for an advisor prior to enrolling in an internship. The student will be under the supervision of an advisor from the college while participating in a short-term internship program in a business or government agency using GIS. Students in internship programs will meet periodically with their advisor, complete interim reports and present a final report. 36 hours lecture and 54 hours laboratory.

**GEOGRAPHY**

**GEG-1 - Physical Geography** 3 units
**UC, CSU (GEG 1 + 1L = CAN GEOG 6)**
Prerequisite: None.
This course is a spatial study of Earth’s dynamic physical systems and processes. Topics include Earth-sun relations, weather, climate, water, geomorphology/landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. Tools of geographic inquiry include maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). 54 hours lecture.

**GEG-1L - Physical Geography Laboratory** 1 unit
**UC, CSU (GEG-1 + 1L = CAN GEOG 6)**
Prerequisite: None.
Corequisite: Concurrent enrollment in or prior completion of GEG-1. Practical exercises and experience working with the physical environment including maps, weather, climate, soils, hydrography, vegetation, and landforms. 54 hours laboratory.

**GEG-2 - Human Geography** 3 units
**UC, CSU (CAN GEOG 4)**
Prerequisite: None.
A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

**GEG-3 - World Regional Geography** 3 units
**UC, CSU**
Prerequisite: None.
An introduction to the world’s major geographic regions. Topics include: survey of population distribution, cultural, political and economic development, general land use patterns and their correlation with environmental elements including climate, water resources, and landforms. Tools of geographic inquiry include interpretation of maps and other geographic imagery with emphasis on geography’s unique spatial perspective. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO-1L</td>
<td>Physical Geology Laboratory</td>
<td>1</td>
<td>This course is a laboratory course designed to acquaint students with the study of rocks. 54 hours laboratory.</td>
</tr>
<tr>
<td>GEO-1</td>
<td>Physical Geology</td>
<td>3</td>
<td>Examines the composition and structure of the Earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers and plate tectonics. The course also examines some of the social consequences of geological processes and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (GEO-1L) and an optional field course (GEO-30.) Total of 54 hours lecture.</td>
</tr>
<tr>
<td>GEO-1B</td>
<td>Historical Geology</td>
<td>4</td>
<td>Geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest. 54 hours lecture and 54 hours laboratory.</td>
</tr>
<tr>
<td>GEO-1L</td>
<td>Physical Geology Laboratory</td>
<td>1</td>
<td>This is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1.) Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of minerals, and the study of rocks. 54 hours laboratory.</td>
</tr>
<tr>
<td>GEO-2</td>
<td>Geology of the National Parks and Monuments</td>
<td>3</td>
<td>A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis will be on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, films, slides, and maps. 54 hours lecture.</td>
</tr>
<tr>
<td>GEO-3</td>
<td>Geology of California</td>
<td>3</td>
<td>The geology of California: A study of its geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Some selected topics include: examining major structural elements (faults) within the state; the study of the geology and the history of California’s geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. 54 hours lecture. Optional Field Trips: GEO-30A, 30B or 31 will accompany the course - 1 unit.</td>
</tr>
<tr>
<td>GEO-30A</td>
<td>Geology Field Studies of Southern California A</td>
<td>1</td>
<td>A field course with trips to regional points of geologic interest. This class includes a series of three to four field excursions to sites of geologic interest. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blackhawk landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California’s coastline, the San Bernardino mountains, Rainbow Basin, Calico mountains and San Diego mining district. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours to be arranged per semester.</td>
</tr>
<tr>
<td>GEO-31</td>
<td>Regional Field Studies in Geology</td>
<td>1</td>
<td>A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.</td>
</tr>
<tr>
<td>GEO-30B</td>
<td>Regional Field Studies of Southern California B</td>
<td>1</td>
<td>A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.</td>
</tr>
<tr>
<td>GEO-30A</td>
<td>Geology Field Studies of Southern California A</td>
<td>1</td>
<td>A field course with trips to regional points of geologic interest. This class includes two weekend field excursions to sites of geologic interest. These sites include, but are not limited to, the Eastern Mojave Desert Natural Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. This course requires student to camp outdoors in primitive campgrounds. 54 hours to be arranged per semester.</td>
</tr>
</tbody>
</table>
GEO-32 - Regional Field Studies in Geology 2 units
UC*, CSU
Prerequisite: None.
Advisory: Concurrent or previous enrollment in GEO-1, IA, IB, 2, or 3 recommended.
A two-week field course with trips to regional points of geologic interest. Sites include, but are not limited to, Hawaii, Mount St. Helens, Crater Lake, Rocky Mountains, Sierra Madre, Appalachians, British Columbia, Newfoundland, Nova Scotia and Alaska. Designed to increase the understanding and interest of the important geologic sites. This course is also designed to supplement other courses in geology. May be taken a total of four times. 108 hours laboratory to be arranged per summer session or during the winter intersession.

Also see OCEANOGRAPHY

GERMAN

GER-1 - German 1 5 units
UC, CSU (CAN GERM 2) GER 1+2 = (CAN GERM SEQ A)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written German at the beginning level. This course includes discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-2 - German 2 5 units
UC, CSU (CAN GERM 4) GER 1+2 = (CAN GERM SEQ A)
Prerequisite: GER-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the beginning level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-3 - German 3 5 units
UC, CSU (GER 3+4=CAN GERM SEQ B) (CAN GERM 8)
Prerequisite: GER-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-4 - German 4 5 units
UC, CSU (GER 3+4=CAN GERM SEQ B) (CAN GERM 10)
Prerequisite: GER-3.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written German at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in German as a means of enhancing basic German language skills. This course includes an expanded discussion of German culture and daily life. 90 hours lecture and 18 hours laboratory.

GER-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of German culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

GRAPHICS TECHNOLOGY

GRT-1 - Introduction to Graphics Technology 3 units
CSU
Prerequisite: None.
An introductory course for the graphic communication industry covering the six major areas of the offset printing process. This includes: layout and design, digital typesetting/composition (desktop publishing), process camera and darkroom, stripping and platemaking, offset press operation, and bindery/finishing. 36 hours lecture and 54 hours laboratory.

GRT-30 - Contemporary Topics in Graphics Technology 1 unit
Prerequisite: None.
A series of presentations of current topics and/or trends occurring in the graphics industry. The student will use the Internet to research issues facing the design, prepress, and printing fields. Some topics include: employee relations, digital transition, environmental issues, and PDF workflow. May be taken a total of four times. 18 hours lecture.

Prerequisite: GRT-1.
Advisory: GRT-80 and 85 are recommended.
A course designed to instruct the student in current management skills relating to personnel, sales and marketing, design, estimating, budgeting, planning, scheduling, safety, and environmental issues in the graphics and design industries. May be taken a total of four times. 54 hours lecture.

GRT-58 - Paper and Inks for Multi-purposed Design 1 unit
Prerequisite: None.
Theory and principles involved in assigning paper, ink, and other substrates to design projects relating to printing and multimedia. The relationship of products and processes is discussed to ensure design consistency. May be taken a total of two times. 18 hours lecture.

GRT-63 - Adobe InDesign for Professional Publishing 3 units
Prerequisite: None.
Page layout and design for professional publishing. A creative environment for graphic designers, production artists and prepress professionals. Integrates seamlessly with Adobe’s other leading applications to provide a consistent design environment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-64 - Ethics and Legalities of Digital Manipulation 1 unit
Prerequisite: None.
This course provides the student with rules, regulations and responsibilities regarding the ethics and legalities of digital manipulation for Internet, graphic design, multimedia and personal use. May be taken a total of three times. 18 hours lecture.

GRT-65 - Cross Platform File Management 1 unit
Prerequisite: None.
An introductory course in the management of computer files created on a variety of computer platforms. Consideration is given to file structure, naming conventions, troubleshooting issues and system maintenance to ensure the proper output of a computer file. May be taken a total of three times. 18 hours lecture.
GRT-67 - WEB Animation with Flash 3 units
Prerequisite: None.
Development of WEB animations using the latest version of Macromedia’s Flash. An in depth look at the tools and scripting language of the industry standard Flash used in a production environment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-68 - 3D Animation with Maya 3 units
Prerequisite: None.
A course in the production of 3D graphics and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-69 - Motion Graphics and Compositing with After Effects 3 units
Prerequisite: None.
This course focuses on the planning and methodology to design graphics for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, optical flow, motion representation and perception. Focus will be on creative visual communication using appropriate and effective motion graphics. The student will develop a skill in the use of appropriate motion graphics software. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-70 – Project Design and Production 3 units
Prerequisite: GRT-1 and at least one of the following: GRT-63, 67, 68, 69, 71, 76, 77A, 80, or 85.
A study of production techniques through actual work on a variety of live District projects. Class experience will include working with the Production Printing department and clients with emphasis on quality control and meeting deadlines. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-71 - Adobe Photoshop for Publishing 3 units
Prerequisite: None.
A comprehensive course in exploring the digital tools and techniques available for text handling, drawing and image editing. Includes instruction in: scanning, basic image manipulation, image importation and conceptual design as it applies to other media. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-72 - Advanced Photoshop for Publishing 3 units
Prerequisite: GRT-71.
Development of advanced fundamentals to provide a deeper, clearer and more technical understanding of digital imaging creation, manipulation and output using Adobe Photoshop. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-73 – Developing and Authoring Multimedia CDs and DVDs 3 units
Prerequisite: None.
Instruction in advanced techniques to apply appropriate software tools to various media to create a CD or DVD for commercial distribution. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-74 – Dreamweaver for Graphic Designers 3 units
Prerequisite: None.
The focus of the course is World Wide Web page creation and design for graphics professionals and non-professionals who want to create websites with a professional appearance using Dreamweaver. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-75 - Desktop Publishing with PageMaker 3 units
Prerequisite: None.
Introduction to text processing, graphic placement, composition, layout and design on the microcomputer using Adobe PageMaker. Includes instruction in the preparation of files for production in the printing industry. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-76 - QuarkXPress for Publishing 3 units
Prerequisite: None.
Development of document creation and design skills using page creation, text processing, drawing and painting software on the microcomputer. Includes use of type fonts and design techniques, and focuses on the mastery of QuarkXPress. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-77A - Adobe Illustrator for Publishing 3 units
Prerequisite: None.
Instruction in advanced techniques in the application of software for the microcomputer in the areas of graphic design and illustration using Adobe Illustrator. Includes the use of scanners. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-77B – Advanced Adobe Illustrator for Publishing 3 units
Prerequisite: GRT-77A
Advanced instruction in Adobe Illustrator tips and techniques to create professional quality design projects. Focus is on designing more efficient and creative complex illustrations, multimedia presentations, and web design. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

GRT-78A - Multimedia Construction with Macromedia Director 3 units
Prerequisite: None.
Introduction to the tools and processes used in creating Web Pages, CD-ROMs and other multimedia presentations with Macromedia Director. Learn to use the appropriate software tools for creating various media for electronic presentation, assembling files into a usable format, creating short presentations for use on Web Pages, CD-ROMs and live presentations. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-78B - Multimedia Construction using Lingo 3 units
Prerequisite: None.
Advisory: GRT-78A recommended.
Using Macromedia Director Lingo scripting to apply the appropriate software tools to various media for creating a digital media presentation. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-78C - Multimedia Construction using Adobe Premiere 3 units
Prerequisite: None.
Instruction in advanced techniques to apply the appropriate software tools to various media for creating a Quick Time Movie using Adobe Premiere. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.
GRT-79 - Multimedia Production using Painter
Prerequisite: None.
An intensive look at a natural media art tool, Painter, used in the creation of Multimedia images. Painter introduces the student to a drawing tool used in the 2D and 3D cartoon and animation industry. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-80 - Introductory Digital Darkroom
Prerequisite: None.
Advisory: GRT-1 and 75 recommended.
Instruction in manual camera, darkroom techniques and procedures, stripping and platemaking. Additional instruction is provided in digital prepress, scanning, color separations, proofing, and digital output. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-81 - Advanced Digital Darkroom
Prerequisite: GRT-80.
Advanced instruction in offset camera, film assembly and platemaking techniques. Concentration on digitally paginated color separations, high quality maintenance, and registration. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-82 - Beginning Offset Presswork
Prerequisite: None.
Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines. Includes the use of folding machine, paper cutter and general bindery equipment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-83 - Advanced Offset Presswork and Bindery
Prerequisite: GRT-82.
This class offers advanced, practical experience in offset press and bindery techniques. It prepares basic students in production oriented practices such as large press operation, multiple color and close registration presswork, and quality control techniques. Enrollment in additional semesters will provide the student an opportunity for skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-84 – 3D Creature Creations with Maya
Prerequisite: GRT-68
A course in the production of 3D creatures and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours of laboratory.

GRT-85 - Multimedia Graphics Portfolio
Prerequisite: None.
Advisory: One of the following recommended: GRT-71, 78A, 78B, 79, TEL-44.
A course for Graphics/Multimedia students in the production of a project that will form the basis of a professional employment portfolio. This will include meetings with clients, concept designs, material creation, production scheduling and budgeting, and final production. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 108 hours of laboratory.

GRT-200 - Graphics Technology Work Experience
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

GRT-70 - Introductory Digital Darkroom
Prerequisite: None.
Advisory: GRT-1 and 75 recommended.
Instruction in manual camera, darkroom techniques and procedures, stripping and platemaking. Additional instruction is provided in digital prepress, scanning, color separations, proofing, and digital output. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-80 - Introductory Digital Darkroom
Prerequisite: None.
Advisory: GRT-1 and 75 recommended.
Instruction in manual camera, darkroom techniques and procedures, stripping and platemaking. Additional instruction is provided in digital prepress, scanning, color separations, proofing, and digital output. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-81 - Advanced Digital Darkroom
Prerequisite: GRT-80.
Advanced instruction in offset camera, film assembly and platemaking techniques. Concentration on digitally paginated color separations, high quality maintenance, and registration. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-82 - Beginning Offset Presswork
Prerequisite: None.
Instruction in the setup and proper operation of offset duplicators. Students will work with both offset duplicators and digital imaging machines. Includes the use of folding machine, paper cutter and general bindery equipment. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-83 - Advanced Offset Presswork and Bindery
Prerequisite: GRT-82.
This class offers advanced, practical experience in offset press and bindery techniques. It prepares basic students in production oriented practices such as large press operation, multiple color and close registration presswork, and quality control techniques. Enrollment in additional semesters will provide the student an opportunity for skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

GRT-84 – 3D Creature Creations with Maya
Prerequisite: GRT-68
A course in the production of 3D creatures and animation using the industry standard software, Maya. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours of laboratory.

GRT-85 - Multimedia Graphics Portfolio
Prerequisite: None.
Advisory: One of the following recommended: GRT-71, 78A, 78B, 79, TEL-44.
A course for Graphics/Multimedia students in the production of a project that will form the basis of a professional employment portfolio. This will include meetings with clients, concept designs, material creation, production scheduling and budgeting, and final production. Subsequent enrollment will provide skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 108 hours of laboratory.

GRT-200 - Graphics Technology Work Experience
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

GRK-1 - Ancient Greek
Prerequisite: None.
This course concentrates on developing basic skills in reading, writing, listening to and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, basic morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory.

GRK-2 – Ancient Greek 2
Prerequisite: GRK-1
This course concentrates on developing advanced skills in reading, writing, listening to, and pronouncing classical Greek. Emphasis is placed on vocabulary acquisition, advanced morphology and syntax, translation techniques and practice, and exploration of cultural and historical topics. 90 hours of lecture and 18 hours of laboratory.

GUI-45 - Introduction to College
Prerequisite: None.
Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

GUI-46 - Introduction to the Transfer Process
Prerequisite: None.
Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture.
GUI-47 - Career Exploration and Life Planning 3 units
CSU
Prerequisite: None.
A class designed for students seeking direction about a career and/or major and persons in career transition. Topics include extensive exploration of one’s values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one’s skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will be addressed. 54 hours lecture.

GUI-48 - College Success Strategies 2 units
CSU
Prerequisite: None.
This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

GUI-48A - College Success Strategies - Study Skills 1 unit
CSU
Prerequisite: None.
This course is designed to increase the student’s success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

GUI-48B - College Success Strategies - Life Skills 1 unit
CSU
Prerequisite: None.
This course is designed to increase the student’s success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

GUI-97 - Practicum in Adaptive Computer 1 unit
Technologies Seminar
Prerequisite: None.
This course is designed to provide small individual/individual instruction for specialized populations needing adaptive computer training. The course content may include basic computer operations, introduction to adaptive technologies and their availability, evaluation of technologies needed and hands-on experience using adaptive technologies. A total of 18 hours of training and laboratory practice based on individual student need. Special class repeatability is based on measurable progress as described in Title IV regulations. Intended for DSPS students.

GUI-96 - Practicum in Adaptive Computer .5 unit
Technologies
Prerequisite: None.
Self-paced, competency-based skill development class for students with special needs, in adaptive computer usage. Instruction is provided on an individualized basis using personal consultation with the student. May be taken a total of four times for credit. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only.) Intended for DSPS students.

GUI-95 - Practicum in Adaptive Computer 1 unit

HES-1 - Health Science 3 units
UC, CSU
Prerequisite: None.
A basic study of the anatomy and physiology of the body, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HET-10 – Introduction to Public Health 3 units
CSU
Prerequisite: None.
Introduction to the history and definition of public health; addressing current principles and practices in this field. This course is developed to give student a broad overview of the areas of specialization in public health and the roles they play in healthcare, as well as assist students with career choices in this field. 54 hours lecture.

HET-76 - Direct Care Staff: Developmental Disabilities 3 units
Prerequisite: None.
Prepares students to function as members of the Individual Development Team that provides active habilitation for Developmentally Disabled Clients. Focuses on training and support strategies to increase and maintain client independence. 45 hours lecture and 27 hours laboratory.

HET-77 - In-home Support Services Provider 3 units
Prerequisite: None.
Prepares students to be primary caregivers in home settings. Focuses on physical care, psychosocial care and domestic services. Emphasizes practices and principles to enable persons to remain at home in a safe, secure and caring environment. 45 hours lecture and 27 hours laboratory.

HET-79 - Introduction to Healthcare Careers 2 units
Prerequisite: None.
Provides an overview of healthcare industry. Describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

HET-80 - Certified Nurse Assistant Theory and Practices 6 units
Prerequisite: None.
Limitation on enrollment: Prior to Course: requires fingerprinting and submission of application for state certification examination, current CPR certification and immunizations, medical clearance from healthcare provider; uniform and RCC HET I.D. badge.
Provides theoretical clinical components of state-mandated curriculum
required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance, and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory.

**HET-81 - Certified Home Health Aide** 2 units  
*Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Provides overview of home health care agencies. Focuses on the roles and responsibilities of Certified Home Health Aides. Includes discussion of federal and state regulations, guidelines for provision of direct care in home settings, and supervised clinical practice in home or long-term care settings. 28 hours lecture and 28 hours laboratory.

**HET-82 - Phlebotomy Technician** 5 units  
*Prerequisite: None.*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

**HET-83A - Cardiac Monitor Technician** 2 units  
*Prerequisite: None.*  
*Advisory: EMT-A certification recommended.*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Provides an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on electrical components of cardiac cycle and corresponding electrocardiogram (EKG) waveforms. Introduces common deviations from normal cardiac rhythms. Outlines responsibilities of cardiac monitor technicians and provides clinical laboratory opportunity to develop entry level skills. 18 hours lecture and 54 hours laboratory.

**HET-83B - Electrocardiogram (EKG) Technician** 1 unit  
*Prerequisite: None.*  
*Advisory: HET-83A or EMT-A certification recommended.*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Provides an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Outlines responsibilities of 12-Lead EKG technicians and provides clinical laboratory opportunity to develop entry level skills. 6 hours lecture and 36 hours laboratory.

**HET-84 - Unit Secretary** 3 units  
*Prerequisite: MDA-1A.*  
*Advisory: Basic computer skills desirable.*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Provides theoretical and laboratory preparation for entry level performance as a unit secretary; includes overview of clerical and operational functions of the nursing unit; focuses on roles and responsibilities of unit secretaries as members of the healthcare delivery team; provides guidelines for developing organizational skills and competencies required for employment. 36 hours lecture and 54 hours laboratory.

**HET-85 - Sterile Processing and Distribution Technician** 3 units  
*Prerequisite: MDA-1A.*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Provides theoretical and laboratory preparation for entry level performance as a sterile processing and distribution technician in clinical settings; includes overview of infection control policies and practices, historical development of the field and departmental organizational and operational practices; focuses on roles and responsibilities of sterile processing and distribution technicians as members of the healthcare delivery team. 36 hours lecture and 54 hours laboratory.

**HET-86 - Acute Care Nurse Assistant** 1 unit  
*Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.

**HET-87 – Restorative Nursing Assistant** 2 units  
*Prerequisite: HET-80. (Certification as a Nurse Assistant also acceptable.)*  
*Limitation on enrollment: Prior to Clinical Component: Requires current CPR certification and immunizations, medical clearance from healthcare provider; uniform with RCC HET I.D. badge.*

Prepares Certified Nurse Assistants (CNAs) as career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

**HIS-1 - History of World Civilizations I** 3 units  
*UC, CSU (CAN HIST 14)*  
*Prerequisite: None.*  
*Advisory: Qualification for ENG-1A recommended.*

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.
HIS-2 - History of World Civilizations II 3 units
UC, CSU (CAN HIST 16)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-4 - History of Western Civilization 3 units
UC, CSU (CAN HIST 2)
(HIS 4+5= CAN HIST SEQ A)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

HIS-5 - History of Western Civilization 3 units
UC, CSU (HIS 4+5= CAN HIST SEQ A)
(CAN HIST 4)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

HIS-6 - Political and Social History of the United States 3 units
UC, CSU (CAN HIST 8)
(HIS 6+7= CAN HIST SEQ B)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. 54 hours lecture.

HIS-6H - Honors Political and Social History of the United States 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on enrollment: Enrollment in the honors program
Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both History 6 and History 6H. 54 hours lecture.

HIS-7 - Political and Social History of the United States 3 units
UC, CSU (CAN HIST 10)
(HIS 6+7= CAN HIST SEQ B)
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both History 7 and History 7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of the United States 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
Limitation on enrollment: Enrollment in the honors program
Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-8 - History of the Americas 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture.

HIS-9 - History of the Americas 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, interAmerican relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-11 - Military History of the United States to 1900 3 units
(Same as MIL-1)
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, interAmerican relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

HIS-12 - Military History of the United States Since 1900 3 units
(Same as MIL-2)
UC, CSU
Prerequisite: None.
An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.
HIS-14 - African American History I 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-15 - African American History II 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post civil rights era. 54 hours lecture.

HIS-19 - Modern Russia: An Introduction 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
The basic social and political development of Russia since 1801, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture.

HIS-21 – History of Ancient Greece 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A survey of Greek history from Monoan and Mycenaen civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

HIS-22 – History of Ancient Rome 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A recommended.
A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

HIS-23 - History of the Middle East 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
The basic religious, social and political development of the Middle East since A.D. 622, with emphasis on the vital issues: European interests in the area, cultural and political impact of the West, Arab nationalism, Zionism, social structures, ethnic and religious minorities, and cultural and intellectual trends. 54 hours lecture.

HIS-25 - History of Mexico 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
Mexico's social, political, economic, and cultural evolution with a consideration of its place in world affairs. This introductory survey will stress the mosaic cultural influences from the pre-Columbian period to the present with an emphasis on the native cultures, wars of independence, the Mexican Revolution and Mexico in the 20th century. 54 hours lecture.

HIS-26 - History of California 3 units
UC, CSU
Prerequisite: None.
A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-28 - Native American History: Early Contact Period 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture.

HIS-29 - Native American History: Contemporary Society 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture.

HIS-30 - Introduction to Chicano Studies 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
A selected study of the complex continent from which the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950's. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

HIS-31 - Introduction to Chicano Studies 3 units
UC, CSU
Prerequisite: None.
Advisory: Qualifying reading test scores recommended.
Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950's. Consider the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

HIS-34 - History of Women in America 3 units
UC, CSU
Prerequisite: None.
A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.
HMS-5 - Introduction to Employment Support Strategies

3 units

Prerequisite: None.

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

HMS-7 - Introduction to Psychosocial Rehabilitation

3 units

(Same as SOC-7)

CSU

Prerequisite: None.

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

HMS-8 - Introduction to Group Process

3 units

(Same as SOC-8)

CSU

Prerequisite: None.

An introduction to the theory and dynamics of group interaction including psychosocial, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

HMS-9 - Introduction to Employment Support Strategies

3 units

(Same as SOC-9)

CSU

Prerequisite: None.

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

HMS-11 - Public Assistance and Benefits

1 unit

(Same as SOC-16)

CSU

Prerequisite: None.

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.
HMS-18 – Introduction to Social Work

CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

HMS-19 – Generalist Practices of Social Work

CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

HMS-200 - Human Services Work Experience

CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

HUMANITIES

HUM-3 – Creativity and the Imagination

UC, CSU
Prerequisite: None.
Advisory: Qualification for English 1A
A study of creative and imaginative expression in a variety of disciplines with a focus on literature and fine arts. The course will examine the origins and structure of creative thought, traditional and modern definitions of creativity and imagination, the role of dreams and spirituality in the creative process, and methods of developing imagination, as well as motivation, inspiration, and barriers to creativity. Includes a study of the methods used by artists, inventors, and innovators in many fields to discover what one can do to build stronger channels to his/her own inner creative resources. 54 hours lecture. (C/NC, letter grade option)

HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period

UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H – Honors Arts and Ideas: Ancient World through the Medieval Period

UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors Program.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5 - Arts and Ideas: The Renaissance through the Modern Era

UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H – Honors Arts and Ideas: The Renaissance through the Modern Era

UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors Program.
An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8 – Introduction to Mythology

(Same as ENG-8)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A study of Judeo-Christian, Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade/CR-NC option)
HUM-9 - American Voices 3 units
UC, CSU
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

HUM-10 - World Religions 3 units
UC, CSU
Advisory: Qualification for ENG-1A strongly recommended.
Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H – Honors World Religions 3 units
UC, CSU
Advisory: Qualification for ENG-1A.
Limitation on Enrollment: Enrollment in the Honors Program.
Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-11 - Religion in America 3 units
UC, CSU
Advisory: Qualification for ENG-1A strongly recommended; HUM-10 recommended.
Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

HUM-16 - Arts & Ideas: American Culture 3 units
UC, CSU
Advisory: Qualification for ENG-1A.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideas are examined from the colonial period through the present. 54 hours lecture.

HUM-18 - Death: An Interdisciplinary Perspective 3 units
UC, CSU
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through work and literature, art and philosophy. 54 hours lecture.

HUM-20A - Arts & Ideas: Special Studies in Humanities 1 unit
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 18 hours lecture.

HUM-20B - Arts & Ideas: Special Studies in Humanities 2 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 36 hours lecture.

HUM-20C - Arts & Ideas: Special Studies in Humanities 3 units
CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. May be taken a total of four times. 54 hours lecture.

HUM-23 – The Bible as Literature 3 units
(Same as ENG-23)
UC, CSU
Prerequisite: None.
Advisory: ENG-1A recommended.
A survey of the Hebrew Bible and New Testaments with emphasis on literary forms, styles and themes, including the extensive influence of the Bible on Western literature. 54 hours lecture. (Letter grade /CR-NC option)

HUM-35 - Philosophy of Religion 3 units
(Same as PHI-35)
UC, CSU
Prerequisite: None.
Advisory: PHI-10 or 11 recommended.
An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.
HUM-36 – Introduction Film Studies 3 units
(Same as ENG-36)
UC, CSU
Prerequisite: None.
Advisory: Qualification for English 1A.
An introduction to the formal and narrative principles of film, as well as the major critical and theoretical approaches to film studies, both historical and contemporary. Includes a survey of film directors, genres, movements, styles and national cinemas. 54 hours lecture. (C/NC, letter grade option)

Additional Humanities Courses
Examples of courses which are often classified as Humanities by other colleges and universities are:
- ART 1, 2 - History and Appreciation of Art
- ENG-6, 7 - English Literature
- ENG-14, 15 - American Literature
- ENG-40, 41 - Masterpieces of World Literature
- MUS 19, 20, 21 - Music History and Literature
- Any Philosophy course
- See also Humanities A.A. Degree requirements

ITALIAN

ITA-1 - Italian 1 5 units
UC, CSU (CAN ITAL 2)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-2 - Italian 2 5 units
UC, CSU (CAN ITAL 4)
Prerequisite: ITA-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-3 - Italian 3 5 units
UC, CSU
Prerequisite: ITA-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory.

ITA-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Italian culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JAPANESE

JPN-1 - Japanese 1 5 units
UC, CSU (CAN JAPN 2)
(JPN 1 + 2 = CAN JAPN SEQ A)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. This course includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-2 - Japanese 2 5 units
UC, CSU (CAN JAPN 4)
(JPN 1 + 2 = CAN JAPN SEQ A)
Prerequisite: JPN-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-3 - Japanese 3 5 units
UC, CSU (CAN JAPN 8)
Prerequisite: JPN-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-4 - Japanese 4 5 units
UC, CSU (CAN JAPN 10)
Prerequisite: JPN-3.
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Japanese as a means of enhancing basic Japanese language skills. This course includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory.

JPN-11 - Culture and Civilization 3 units
UC, CSU
Prerequisite: None.
Introductory survey of Japanese culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture.

JOURNALISM

JOU-1 - Introduction to Journalism 3 units
UC
Prerequisite: None.
Advisory: ENG-1A recommended.
The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.
JOU-2 - News Writing  
3 units 

CSU (CAN JOUR 2) 
Prerequisite: JOU-1. 

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture. 

JOU-7 - Mass Communications  
3 units 

UC, CSU (CAN JOUR 4) 
Prerequisite: None. 

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture. 

JOU-12 - Photojournalism  
3 units  
(Same as PHO-12) 

CSU 
Prerequisite: PHO-8. 

Corequisite: Concurrent enrollment in or prior completion of PHO-9. 

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab material fees assessed on the first day of class. 27 hours lecture and 81 hours laboratory. 

JOU-20 - Newspaper  
3 units 

CSU 
Prerequisite: None. 

Advisory: JOU-1, PHO-8 or ENG-1A recommended. 

Emphasis is on both theory and practice in producing the college newspaper. Qualified students may serve in various capacities, ranging from editorial work to photography, to advertising. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 18 hours lecture and 90 hours laboratory. 

JOU-45 – Television News Production  
3.5 units 

(Same as TEL-45) 

CSU 
Prerequisite: None. 

Corequisite: TEL-51. 

Advisory: JOU-1 or ENG-1A. 

An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will allow students to develop additional skill and competency with the subject matter. May be taken a total of four times. 36 hours lecture and 81 hours laboratory. 

JOU-52 - Newspaper Editing  
3 units 

CSU 
Prerequisite: None. 

Advisory: JOU-1, PHO-8 or ENG-1A recommended. 

Advanced practice in the production of a newspaper, with practical experience on the college newspaper. Course to include theory and practice in news editing, headline writing, page design, photographic theory and graphic arts processes. Weekly critiques of college newspaper to be included. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 36 hours lecture and 54 hours laboratory. 

JOU-200 - Journalism Work Experience  
1-2-3-4 units 

CSU* 
Prerequisite: None. 

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. 

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit. 

Also see PHOTOGRAPHY 

KOREAN 

KOR-1 - Korean 1  
5 units 

UC, CSU 
Prerequisite: None. 

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Korean at the beginning level. This course includes discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory. 

KOR-2 - Korean 2  
5 units 

UC, CSU 
Prerequisite: KOR-1. 

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Korean at the beginning level. This course includes an expanded discussion of Korean culture and daily life. 90 hours lecture and 18 hours laboratory. 

KOR-11 - Culture and Civilization  
3 units 

UC, CSU 
Prerequisite: None. 

Introductory survey of Korean culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. 

LATIN 

LAT-1 - Latin 1  
5 units 

UC, CSU 
Prerequisite: None. 

This course concentrates on developing basic skills in reading, writing, listening and pronouncing classical Latin. Emphasis is placed on vocabulary acquisition, elementary morphology and syntax, translation techniques and practice, and introduction to cultural and historical topics. 90 hours lecture and 18 hours laboratory. 

"CSU*" indicates courses that are transferable to the University of California (UC) and California State University (CSU) systems.
LAT-2 – Latin 2  
5 units  
UC, CSU  
Prerequisite: LAT-1.
This course concentrates on developing intermediate skills in reading, writing listening to and pronouncing classical Latin. Emphasis is placed on vocabulary, acquisition, basic morphology and syntax, translation techniques and practice, and introduction to culture and historical topics. 90 hours lecture and 18 hours laboratory.

LIBRARY  
LIB-1 - Information Competency  
1 unit  
UC, CSU  
Prerequisite: None.
Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture.

MACHINE SHOP TECHNOLOGY  
MAC-51 - Machine Processes  
3 units  
(Same as MAN 51)  
CSU  
Prerequisite: None.
Basic machine tools, industrial safety, metrology, machinability of common industrial materials and alloys. The theory and practice of basic machine equipment with an emphasis on lathe operations (turning) and milling operations. An overview of numerical control machining is given. 27 hours lecture and 72 hours laboratory.

MAC-55 – Occupational Safety and Health  
2 units  
(Same as MAN-55)  
Administration (OSHA) Standards for General Industry  
Prerequisite: None.
OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture.

MAC-56 - CNC Machine Set-up and Operation  
4 units  
(Same as MAN-56)  
Prerequisite: None.
Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory.

MAC-57 - CNC Program Writing  
3 units  
(Same as MAN-57)  
Prerequisite: None.
Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory.

MAC-58 - Quality Assurance  
3 units  
(Same as MAN-58)  
Prerequisite: None.
A course in quality assurance procedures which will allow detection then prevention of defects in any manufacturing process. Includes metrology, gauge R & R, inspection and prevention systems. Overview of Quality Assurance requirements of ISO 9000. 36 hours lecture and 54 hours laboratory.

MAC-61 - Computer Aided Design and Computer Aided Manufacturing  
2 units  
(Same as ENE-61)  
Prerequisite: ENE-31 and MAC-57.
A course in computerized design and manufacture of parts and assemblies which will increase the student’s ability to use the computer in CAD/CAM applications. This course continues the study of computerization and allows the student the opportunity to design and fabricate prototypes utilizing engineering and machining skills. 108 hours laboratory.

MAC-200 - Machine Shop Work Experience  
1-2-3-4 units  
CSU*  
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. 
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MANAGEMENT  
MAG-44 - Principles of Management  
3 units  
CSU  
Prerequisite: None.
For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

MAG-46 - Contemporary Quality Systems  
3 units  
Management  
CSU  
Prerequisite: None.
An introduction to Quality Management principles and to their application in business, industry, and public service organizations including Deming’s 14 points, process management, ISO 9000 certification, Six Sigma efforts, Baldrige criteria and introductory statistical process control. 54 hours lecture.

MAG-47 - Applied Business and Management Ethics  
3 units  
(Same as BUS- 47)  
CSU  
Prerequisite: None.
An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture.
MAG-51 - Elements of Supervision 3 units
Prerequisite: None.
Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture.

MAG-52 - Employee Training and Development 3 units
Prerequisite: None.
This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-leaning and career development. 54 hours lecture.

MAG-53 - Human Relations 3 units
Prerequisite: None.
A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture.

MAG-54 - Employee Labor Relations 3 units
Prerequisite: None.
This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture.

MAG-56 - Human Resources Management 3 units
Prerequisite: None.
Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture.

MAG-57 - Oral Communications 3 units
Prerequisite: None.
Presents persuasive, expository, and extemporaneous expression applied to the business environment. Includes a practical demonstration of acquired skills in oral communication. Explores obstacles to the communication process in interpersonal and group communications. 54 hours lecture.

MAG-60 - Introduction to Hospitality Management 3 units
Prerequisite: None.
An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging and food and beverage industries with consideration given to issues in environment, technology, ethics and international arena. 54 hours lecture.

MAG-62 - Restaurant and Hotel Management 3 units
Prerequisite: None.
Management techniques and concepts about giving service in the restaurant and hotel industries. Course is designed to train future food service, hotel or hospitality industry executives. 54 hours lecture.

MAG-70 – Introduction to Organization Development 3 units
(Same as BUS-70)
Prerequisite: None.
Advisory: MAG-44 recommended.
This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture.

MAG-71 – Introduction to Productivity Management 3 units
(Same as BUS-71)
Prerequisite: None.
Advisory: MAG-44 and 70 recommended.
An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

MAG-72 – Introduction to Quantitative Methods for Business 3 units
(Same as BUS-72)
Prerequisite: None.
Advisory: BUS-20 and MAG-70 recommended.
An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

MAG-200 - Management Work Experience 1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MANUFACTURING TECHNOLOGY

MAN-30 - Material Handling 3 units
Prerequisite: None.
A course in the storage and movement of raw materials, component parts and assemblies through the manufacturing process. Focus will be on plant layout, workflow analysis and flexible manufacturing requirements to optimize the flow of materials in manufacturing. Automated systems of material handling such as automated guided vehicles, robots and conveyors will be discussed. 54 hours lecture.

MAN-31 - Production Planning, Operating and Control 3 units
Prerequisite: None.
Advisory: MAN-30 recommended.
A course studying the part of a manufacturing organization that actually produces the organization's product(s). Course includes flexible manufacturing, inventory control, Material Requirements Planning (MRP), Manufacturing Resource Planning (MRPII) and world class manufacturing requirements. 54 hours lecture.
MAN-34 – Metals Joining Processes 2 units
(Same as WEL-34 and ENE-34)
CSU
Prerequisite: None.
An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

MAN-46 – Fundamentals of Manufacturing Processes I 3 units
(Same as ENE-46)
CSU
Prerequisite: None.
This course is an introductory course for manufacturing processes. This course examines the use of machining, metallurgy, die stamping/forming, casting, assembly methods, forging, inspection and other methods/processes/materials used in the manufacturing of metal components/products. Students will gain experience through lecture and lab practicum. 36 hours of lecture and 54 hours of laboratory.

MAN-47A - Statistical Process Control 3 units
(Same as ENE-47A)
Prerequisite: None.
A course presenting the basic elements of Statistical Process Control in manufacturing and industries. This course will give an overview of the statistical methods used to measure a process and determine if the process is in control or needs attention to bring into control. 54 hours lecture.

MAN-47B - Advanced Statistical Process Control 3 units
(Same as ENE-47B)
Prerequisite: ENE/MAN-47A
A study of advanced applications and use of Statistical Process Control in manufacturing and engineering. This course will provide an in-depth analysis of how statistics are used in a variety of industries to solve problems and control processes. Special applications will be covered and significant use of computer analysis is included. 54 hours lecture.

MAN-48 - Manufacturing Quality Management 3 units
CSU
Prerequisite: None.
Advisory: MAG-46 and MAN-47 recommended.
The application of the principles and concepts of Total Quality Management in a manufacturing environment, including Quality Function Deployment and Continuous Process Improvement. Uses problem solving techniques such as SPC, Team Skills and group discussion to arrive at consensus. 54 hours lecture.

MAN-49 - Problem Solving in Manufacturing 3 units
CSU
Prerequisite: None.
Advisory: MAN-47 recommended.
An in-depth application of scientific problem solving and decision making principles as they relate to manufacturing and Continuous Process Improvement. Pareto, run, and check charts, cause and effect and scatter diagrams are used with force field analysis, brainstorming and nominal group technique to solve problems and make decisions. 54 hours lecture.

MAN-50 – Fundamentals of Manufacturing Processes II 3 units
Prerequisite: None.
This course is an introductory course for manufacturing processes. This course examines the use of plastic injection molding, mold making, plastic materials, extrusion, casting, vacuum forming, blow molding, plastic joining processes, rotational molding, inspection and other methods/processes used in the manufacturing of plastic components/products. Students will gain experience through lecture and lab practicum. 36 hours lecture and 54 hours laboratory.

MAN-51 - Machine Processes 3 units
(Same as MAC 51)
CSU
Prerequisite: None.
Basic machine tools, industrial safety, metrology, machinability of common industrial materials and alloys. The theory and practice of basic machine equipment with an emphasis on lathe operations (turning) and milling operations. An overview of numerical control machining is given. 27 hours lecture and 72 hours laboratory.

MAN-52 – Computer-Aided Manufacturing–Mastercam 4 units
Prerequisite: None.
A course in computer-aided manufacture of parts and assemblies using Mastercam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

MAN-53 - Advanced Computer-Aided Manufacturing 4 units
Prerequisite: MAN-52.
This is an advanced course in the computer-aided manufacture of 3-dimensional parts and assemblies, using various Computer-Aided Manufacturing (CAM) software packages. This course will focus on the application of Computer Numerical Control (CNC) programming of turning centers and milling operations. Students will have the opportunity to fabricate complex parts by programming computer interfaces, which will in turn control machining operations. May be taken a total of two times. 54 hours lecture and 54 hours laboratory.

MAN-54 – Manufacturing Measurement 2 units
Prerequisite: None.
A course in the appropriate selection and use of basic measurement tools, techniques and devices. Included are direct and calculated measurements with precision, non-precision and calibration of direct reading instruments typically found in manufacturing processes. Linear and radial measurements are included in both metric and U.S. customary units. 27 hours lecture and 27 hours laboratory.

MAN-55 – Occupational Safety and Health 2 units
Prerequisite: None.
OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 hour general industry training completion card. 36 hours lecture.
MAN-56 – CNC Machine Set-up and Operation 4 units
(Same as MAC-56)
Prerequisite: None.
Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will setup and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. May be taken a total of three times. 54 hours lecture and 64 hours laboratory

MAN-57 – CNC Program Writing 3 units
(Same as MAC-57)
Prerequisite: None.
Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 40 hours lecture and 72 hours laboratory

MAN-58 - Quality Assurance 3 units
(Same as MAC-58)
Prerequisite: None.
A course in quality assurance procedures which will allow detection then prevention of defects in any manufacturing process. Includes metrology, gauge R & R, inspection and prevention systems. Overview of Quality Assurance requirements of ISO 9000. 36 hours lecture and 54 hours laboratory.

MAN-59 – Computer Aided Manufacturing-GibbsCAM 4 units
Prerequisite: None.
A course in computer aided manufacture of parts and assemblies using GibbsCAM software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course allows the student the opportunity to fabricate parts using computer interfaces with machining operations. This course may be taken a total of two times. 54 hours lecture and 54 hours laboratory.

MAN-60 - Hydraulic and Pneumatic Systems 3 units
Prerequisite: ENE-60.
Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory.

MAN-61 – Introduction to Robotics 3 units
(Same as ELE-61)
Prerequisite: None.
Introduction to electronics and manufacturing technology through construction, testing, and operation of functional robots. It is hoped that participation in this academy will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 40 hours lecture and 72 hours laboratory.

MAN-62 - Computer Integrated Manufacturing 3 units
Prerequisite: None.
Advisory: MAC-61.
A course studying the use of a computer system to integrate a manufacturing enterprise. Applications of CIM in automation, production analysis and development of improved productivity through information sharing. 36 hours lecture and 54 hours laboratory.

MAN-63 - Programmable Logic Controllers 2 units
Prerequisite: None.
Advisory: Recommend ELE-10 or 21.
Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PCLs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages and popular software programs used with PCLs. Installation, maintenance, troubleshooting and repair are inherent components. 18 hours lecture and 54 hours laboratory.

MAN-65 - Mechanical Systems 3 units
Prerequisite: None.
Detailed examination of the fundamental relationships between force and motion. Also covers broad relationships that apply to all mechanical equipment, including lubrication, bearings, drives and assemblies. Maintenance, servicing and repair of mechanical systems is also covered. 36 hours lecture and 54 hours laboratory.

MAN-64 - Programmable Logic Controllers 2 units
Prerequisite: None.
Advisory: Recommend ELE-10 or 21.
Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PCLs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages and popular software programs used with PCLs. Installation, maintenance, troubleshooting and repair are inherent components. 18 hours lecture and 54 hours laboratory.

MAN-65 - Mechanical Systems 3 units
Prerequisite: None.
Detailed examination of the fundamental relationships between force and motion. Also covers broad relationships that apply to all mechanical equipment, including lubrication, bearings, drives and assemblies. Maintenance, servicing and repair of mechanical systems is also covered. 36 hours lecture and 54 hours laboratory.

MAN-70 - Manufacturing Methods 3 units
(Same as ENE-70)
Prerequisite: None.
Deming’s manufacturing improvement techniques are studied along with his 14 points for improving manufacturing and engineering processes, seven deadly diseases, and other philosophies. The course focuses on practical applications of Deming as used in industry today. 54 hours lecture.

MAN-71 - Supplier Improvement 3 units
(Same as ENE-71)
Prerequisite: None.
A study of the supplier improvement process with an emphasis on evaluation to establish supplier capability. Supplier Quality Improvement Teams are defined and studied, as well as the interfaces between Purchasing, QA, and Engineering with the supplier when the eventual goal is supplier certification. 54 hours lecture.

MAN-75A - Robotic Systems 4 units
Prerequisite: None.
Advisory: MAT-36 or ENE-60 and MAC-56.
The application of numerical control programming to perform multiple manufacturing process operations by positioning tools, material and robots for machining, assembly and inspection. Live robots will be programmed and used to complete automated manufacturing and assembly of simple products. May be taken a total of two times. 36 hours lecture and 108 hours laboratory.

MAN-75B - Advanced Robotic Systems 4 units
Prerequisite: MAN-75A.
The operation of multiple robots and numerically controlled systems to perform simultaneous manufacturing processes. Live robots will be programmed and used to simultaneously complete multiple automated manufacturing and assembly processes. The development of a robot assisted automated manufacturing process is included. May be taken a total of three times. 36 hours lecture and 108 hours laboratory.

MAN-76 - Automated Systems Lab 1 unit
Prerequisite: None.
Advisory: MAN-75A recommended.
The development and construction of interfaced systems including robots, NC machines, PLCs and manufacturing processes used to produce and assemble simple and complex parts. May be taken a total of four times. 54 hours laboratory.
MAN-80 - Advanced Composites 2 units
(Same as ENE-80)
Prerequisite: None.
An introductory course in the theory of advanced composites. Industrial processes and applications are covered. Types and characteristics of various advanced composites are studied. This general course is intended to prepare the student for work in industries using advanced composites. 36 hours lecture.

MAN-81 - Inventory Control 1.5 units
(Same as BUS-81)
Prerequisite: None.
Review of the concepts and techniques available for planning and controlling inventories. 27 hours lecture.

MAN-82 – Fundamentals of Manufacturing Control 2 units
Prerequisite: None.
This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and Just-In-Time (JIT). 36 hours lecture.

MAN-83 – Fundamentals of Operations Management 2 units
Prerequisite: None.
This course is concerned with the design of processes to produce goods and services and the operation of those processes. It discusses the relationships within the company environment, particularly with marketing and product design. Topics covered include facilities planning, total quality management (TQM), cost analysis, project planning, and operations resource management. 36 hours lecture.

MAN-84 – Fundamentals of Materials and Operations Planning 2 units
Prerequisite: None.
This course introduces the principles of effective materials and operations planning. The course presents the concepts of planning at each level, from strategic to tactical. Students learn the essential elements of effective planning. 36 hours lecture.

MAN-91A - Manufacturing Apprenticeship 2 units
Technical Math
Prerequisite: None.
A course in mathematical problems frequently used by manufacturing technicians. This course applies basic arithmetic linear measurement, basic algebra and basic right angle trigonometry. 36 hours lecture.

MAN-91B - Blueprint Reading for Manufacturing Apprenticeship 2 units
Prerequisite: None.
A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations, including ANSI, Y14.5M. This course is designed for students interested in print reading for the manufacturing trades. 36 hours lecture.

MAN-91C - Manufacturing Fundamentals for Apprenticeship 2 units
Prerequisite: None.
A course in the fundamentals of manufacturing for technicians. This course introduces basic safety, measurement, metal forming and stamping. Machine operation of presses, brakes and other metal forming equipment will be introduced as well as an introduction to tool protection, die lubrication and troubleshooting machine processes are covered. 36 hours lecture.

MAN-92A - Manufacturing Problem Solving 2 units
Prerequisite: None.
An in-depth application of scientific problem solving in relation to manufacturing and Continuous Process Improvement. Pareto, run and check starts, cause and effect and scatter diagrams are used with brainstorming and nominal group technique to solve problems and make decisions. 36 hours lecture.

MAN-92B - Manufacturing Teamwork and Communication 2 units
Prerequisite: None.
A course in the team concepts used in industries to support world class manufacturing. This course presents the procedures to work effectively as self directed work teams using informal written and oral communication. 36 hours lecture.

MAN-92C - Introduction to Statistical Process Control for Manufacturing Apprenticeship 2 units
Prerequisite: None.
A course introducing the basic elements of Statistical Process Control in manufacturing industries. This course will give an introduction to the statistical methods used to measure and improve manufacturing processes. 36 hours lecture.

MAN-93A - Basic Metal Stamping 2 units
Prerequisite: MAN-91C.
A course introducing the student to a variety of metal stamping applications. Course will cover the use of appropriate presses, dies, feeders, material handling devices, pay-out systems, take-up systems, scrap collection devices, etc. for each application. 36 hours lecture.

MAN-93B - Material Variation 2 units
Prerequisite: MAN-91C.
This course instructs the student in how to identify and deal with variations and imperfections in flat rolled metals. Common types of imperfections, how to avoid process techniques which will induce problems and how to correct for material variations. 36 hours lecture.

MAN-93C - Survey of Electronic Sensors 2 units
Prerequisite: MAN-91C.
A course introducing the basic application, use and location of sensors in the metal forming industry. The course explains the types of sensors, when and why they are used. 36 hours lecture.

MAN-920 – Manufacturing Work Experience 1-2-3-4 units
Prerequisite: None.
Limited on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.
MKT-20 - Principles of Marketing  
3 units  
CSU  
Prerequisite: None.  
Advisory: BUS-10.  
Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

MKT-30 - Fashion Merchandising  
3 units  
CSU  
Prerequisite: None.  
An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising. Retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. 54 hours lecture.

MKT-40 - Advertising  
3 units  
CSU  
Prerequisite: None.  
Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture.

MKT-41 - Techniques of Selling  
3 units  
CSU  
Prerequisite: None.  
Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture.

MKT-42 - Retail Management  
3 units  
CSU  
Prerequisite: None.  
Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture.

MKT-50 Marketing Research  
3 units  
Prerequisite: None.  
An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture.

MKT-200 - Marketing Work Experience  
1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MAT-1A - Calculus I  
4 units  
UC*, CSU MAT 1A+1B= (CAN MATH SEQ B) (CAN MATH 18) (MAT 1A, 1B, 1C=CAN MATH SEQ C)  
Prerequisite: MAT-10 or qualifying placement level.  
Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

MAT-1B - Calculus II  
4 units  
UC, CSU MAT 1A+1B= (CAN MATH SEQ B) (CAN MATH 20) (MAT 1A, 1B, 1C=CAN MATH SEQ C)  
Prerequisite: MAT-1A.  
Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, polar coordinates and conic sections. 72 hours lecture and 18 hours laboratory.

MAT-1C - Calculus III  
4 units  
UC, CSU (CAN MATH 22) (MAT 1A, 1B, 1C=CAN MATH SEQ C)  
Prerequisite: MAT-1B.  
Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminant forms, and elementary applications to the physical sciences. 72 hours lecture.

MAT-2 - Differential Equations  
4 units  
UC, CSU (CAN MATH 24)  
Prerequisite: MAT-1B.  
Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture.

MAT-3 - Linear Algebra  
3 units  
UC, CSU (CAN MATH 26)  
Prerequisite: MAT-1B.  
Introduction to matrix algebra, determinants, systems of linear equations, vector spaces, linear independence, linear transformations, eigenvalues and eigenvectors and applications. 54 hours lecture.

MAT-4 - Finite Mathematics  
3 units  
UC, CSU (CAN MATH 12)  
Prerequisite: MAT-35.  
Mathematics for majors in economics, business management, biological and social sciences. Topics include: system of equations, linear programming, matrices, probabilities, permutations and combinations, statistics and logic. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-5</td>
<td>Calculus, A Short Course</td>
<td>4</td>
<td>UC*, CSU (CAN MATH 34)</td>
<td>Prerequisite: MAT-35 or qualifying placement level. Calculus for majors in economics, business management, biological and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, differentiation, integration, exponential and logarithmic functions. 72 hours lecture.</td>
</tr>
<tr>
<td>MAT-7</td>
<td>Mathematica</td>
<td>2</td>
<td>CSU</td>
<td>Prerequisite: MAT-1A or qualifying placement level. Introduction to the computer software package Mathematica for math, science and engineering majors. Mathematica will be used in solving selected problems in algebra, trigonometry, calculus, vector and matrix analysis, data manipulation and presentation, complex analysis, etc., with emphasis on Mathematica's superior 2- and 3-dimensional graphical capability. 18 hours lecture and 54 hours computer laboratory.</td>
</tr>
<tr>
<td>MAT-10</td>
<td>Precalculus</td>
<td>4</td>
<td>UC*, CSU (CAN MATH 16)</td>
<td>Prerequisite: MAT-36 or qualifying placement level. An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.</td>
</tr>
<tr>
<td>MAT-11</td>
<td>College Algebra</td>
<td>4</td>
<td>UC*, CSU (CAN MATH 10)</td>
<td>Prerequisite: MAT-35 or qualifying placement level. Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.</td>
</tr>
<tr>
<td>MAT-12</td>
<td>Statistics</td>
<td>3</td>
<td>UC, CSU (CAN STAT 2)</td>
<td>Prerequisite: MAT-35 or qualifying placement level. A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. 54 hours lecture.</td>
</tr>
<tr>
<td>MAT-25</td>
<td>A Survey of Mathematics</td>
<td>3</td>
<td>UC, CSU (CAN MATH 2)</td>
<td>Prerequisite: MAT-35 or qualifying placement level. This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours lecture.</td>
</tr>
<tr>
<td>MAT-32</td>
<td>Introduction to Symbolic Logic</td>
<td>3</td>
<td>(Same as PHI-32)</td>
<td>Prerequisite: None. Limitation on enrollment: May not be taken if credit for PHI-32 has been granted. Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.</td>
</tr>
<tr>
<td>MAT-35</td>
<td>Intermediate Algebra</td>
<td>5</td>
<td></td>
<td>Prerequisite: MAT-52 or qualifying placement level. The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic considerations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.</td>
</tr>
<tr>
<td>MAT-36</td>
<td>Trigonometry</td>
<td>4</td>
<td></td>
<td>Prerequisite: MAT-35 and 53 or qualifying placement level. The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.</td>
</tr>
<tr>
<td>MAT-52</td>
<td>Elementary Algebra</td>
<td>4</td>
<td></td>
<td>Prerequisite: MAT-64 (formerly MAT-50), MAT-65, MAT-90F or qualifying placement level. Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture.</td>
</tr>
<tr>
<td>MAT-53</td>
<td>College Geometry</td>
<td>3</td>
<td></td>
<td>Prerequisite: MAT-52 or qualifying placement level. A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids: formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.</td>
</tr>
<tr>
<td>MAT-62A</td>
<td>Mathematics in the Workplace (Part I)</td>
<td>1</td>
<td></td>
<td>Prerequisite: None. This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to number sense, estimating, rounding and decimals. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)</td>
</tr>
<tr>
<td>MAT-62B</td>
<td>Mathematics in the Workplace (Part II)</td>
<td>1</td>
<td></td>
<td>Prerequisite: None. This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to fractions. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)</td>
</tr>
<tr>
<td>MAT-62C</td>
<td>Mathematics in the Workplace (Part III)</td>
<td>1</td>
<td></td>
<td>Prerequisite: None. This course is designed to familiarize the student with basic mathematical concepts and their applications in the workplace. The course includes skill and applications relating to percents, ratios and decimals, with a brief introduction to algebra. 18 hours lecture and 6 hours laboratory. (Non-degree credit course.)</td>
</tr>
</tbody>
</table>
MAT-63 - Arithmetic 3 units
Prerequisite: None.
A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course.)

MAT-64 - Pre-Algebra 3 units
Prerequisite: MAT-63 (formerly MAT-51), MAT-90C, or qualifying placement level.
An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit.)

MAT-65 - Arithmetic and Pre-Algebra 5 units
Prerequisite: None.
A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit.)

MAT-90A - Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions 1 unit
Prerequisite: None.
A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90B - Special Topics in Arithmetic: Fractions and Introduction to Decimals 1 unit
Prerequisite: MAT-90A.
A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90C - Special Topics in Arithmetic: Decimals 1 unit
Prerequisite: MAT-90B.
A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90D - Special Topics in Pre-Algebra: Integers and an Introduction to Variables 1 unit
Prerequisite: MAT-63, 90C or qualifying placement level.
A course covering the four basic mathematical operations as they apply to integers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra 1 unit
Prerequisite: MAT-90D.
A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations 1 unit
Prerequisite: MAT-90E.
A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. CR/NC only)

MAT-96 - Math Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any math course.
Math Center access for students who feel they will benefit from use of the Math Center’s resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

MAT-97 - Math Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any math course.
Math Center access for students who feel they will benefit from use of the Math Center’s resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

MAT-98 - Academic Excellence Seminar .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in First-Year Experience program.
Interactive seminar designed to enhance students’ learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course. CR-NC only)

MAT-99 - Math Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any math course.
Math Center access for students who feel they will benefit from use of the Math Center’s resources. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only)

MEDICAL ASSISTING
Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

MDA-1A - Medical Terminology 1A 3 units
Prerequisite: None.
Examine the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculoskeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.

MDA-1B - Medical Terminology 1B 3 units
Prerequisite: MDA-1A.
Examine the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.
MDA-54 - Clinical Medical Assisting and Pharmacology  5 units  
Prerequisite: MDA-1A.  
Corequisite: MDA-1B.  
Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A - Medical Transcription  5 units  
Prerequisite: MDA-1A and one of the following: CIS-1A or CIS/CAT-3, 50 or 84.  
Corequisite: MDA-1B.  
Advisory: A minimum typing speed of 60 WPM is recommended.  
Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory.

MDA-58B - Advanced Medical Transcription  3 units  
Prerequisite: MDA-58A.  
Examines transcription of advanced medical reports, formatting, proofreading, punctuation, and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory.

MDA-59 - Medical Office Procedures  5 units  
Prerequisite: MDA-1A and one of the following: CIS-1A or CIS/CAT-3, 50 or 84.  
Corequisite: MDA-1A.  
Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory.

MDA-60 - Survey of Human Disease Processes  2 units  
Prerequisite: MDA-1A.  
Advisory: MDA-1B and AMY-10 recommended.  
Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

MDA-61 - Pharmacology for Medical Office Personnel  2 units  
Prerequisite: MDA-1A.  
Advisory: MDA-1B and AMY-10 recommended.  
Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

MDA-62 - CPT/Coding  3 units  
Prerequisite: MDA-1A.  
Advisory: Completion of or concurrent enrollment in MDA-1B.  
Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician’s Current Procedural Terminology. Included coding for the physician’s services, anesthesiology, surgery, radiology, pathology/ laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator’s Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their effect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

MDA-63 - ICD-9 Coding/Ambulatory  3 units  
Prerequisite: MDA-1A.  
Advisory: MDA-1B, 59 and AMY-10.  
Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

MDA-64 - ICD-9 Coding/Hospital  3 units  
Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.  
Advisory: Recommend completion of MDA-59 and AMY-10.  
Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

MDA-200 - Medical Assisting Work Experience  1-2-3-4 units  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MIC-1 - Microbiology  4 units  
UC, CSU  
Prerequisite: CHE-2A and one of the following: AMY-2A, 2B, 10, BIO-1, 2A, 2B, 5, 8, 11, 12 or 34.  
General characteristics of microorganisms with emphasis on morphology, growth, reproduction and chemical activities; their control; role in disease; and application of their role to mankind. 54 hours lecture and 54 hours laboratory.
MILITARY SCIENCE

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

MIL-1 - Military History of the United States 3 units to 1900
(Same as HIS-11)
UC, CSU
Prerequisite: None.
An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MIL-2 - Military History of the United States 3 units since 1900
(Same as HIS-12)
UC, CSU
Prerequisite: None.
An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

MUSIC

MUS-1 - Teaching Music to Young Children 3 units
UC, CSU
Prerequisite: None.
Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3 - Fundamentals of Music 4 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-32 and a music performance class recommended.
Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Sight singing, dictation and music reading using the keyboard. 54 hours lecture and 54 hours laboratory.

MUS-4 - Music Theory I 4 units
UC, CSU MUS 4+5= (CAN SEQ A) (CAN MUS 2)
Prerequisite: MUS-3 and either MUS-32 or 53.
Advisory: Concurrent enrollment in a music performance class recommended.
Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh, figured bass, non-harmonic tones, and voice leading involving 4-part choral writing. Development of skills in handwritten notation is expected. Lab includes sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-5 - Music Theory II 4 units
UC, CSU MUS 4+5= (CAN SEQ A) (CAN MUS 4)
Prerequisite: MUS-4.
Corequisite: MUS-32 or MUS-53.
Advisory: Concurrent enrollment in a music performance course recommended.
Principles of voice leading in diatonic and chromatic harmony in classical music of the 18th and 19th centuries. Begins with part-writing of diatonic seventh chords and continues with chromatic harmony for voicing secondary function chords. Emphasis on changing keys using diatonic common chords, sequence, common tone, monophonic and direct modulation. Includes study of binary and ternary forms and 12-bar blues. Lab includes advanced sighsinging and ear training. Keyboard requirements include playing chord progressions using secondary triads and two-octave scales in all major and minor keys. 54 hours lecture and 54 hours laboratory.

MUS-6 - Music Theory III 4 units
UC, CSU
Prerequisite: MUS-5 and MUS-32.
Corequisite: MUS-32 or MUS-53.
Advisory: Concurrent enrollment in a music performance course.
Principles of voice leading in chromatic harmony in classical music of the 19th century. Begins with mode mixture and borrowed chords. Study of the Neopolitan chord and augmented sixth chords and their resolutions. Emphasis on analysis, melody harmonization, and expansions of tonal harmony to include enharmonic spellings and enharmonic modulation to include ninth, eleventh, and thirteenth chords. Lab includes sight singing and ear training involving seventh chords, chromatic and modulating melodies. Keyboard requirements include playing modulating chord progressions using secondary triads and secondary functions and melody harmonization. 54 hours lecture and 54 hours laboratory.

MUS-8A - Introduction to MIDI and Digital Audio 3 units
UC, CSU
Prerequisite: None.
An introduction to the Musical Instrument Digital Interface and its applications. Includes the MIDI interface (Musical Instrument Digital Interface), sequencing and notation, drum machines, samplers, and tape machines used to produce musical projects. 36 hours lecture and 54 hours laboratory.
MUS-8B - Sequencing and Orchestration with Digital Audio and MIDI
3 units
CSU
Prerequisite: MUS-8A.
Practical experience using Digital Audio, the Musical Instrument Digital Interface (MIDI) and its applications with an emphasis on song writing, graphic notation, sampling, editing and orchestrating. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MUS-9 - Music Composition and Film Scoring with Digital Audio
3 units
CSU
Prerequisite: MUS-8B.
Practical experience using the Musical Instrument Digital Interface (MIDI), Digital Audio and its applications. Emphasis will be on recording musically advanced compositions and scoring music for film. May be taken a total of three times. 36 hours lecture and 54 hours laboratory.

MUS-11 - Sound Recording and Reinforcement Techniques
3 units
(Same as TEL-11)
CSU
Prerequisite: None.
Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory. The following is a list of the classes that qualify for the “two unit performance class” corequisite requirement for MUS-12, 13, 14, 15, 16, 17, 18, 23, 24, 39 and 40.

MUS-12 - Advanced Applied Piano
3 units
UC, CSU
Prerequisite: None.
Corequisite: MUS-P36 or a two-unit performance class.
Advanced individual piano lessons for those students who are preparing for a recital, audition, or a transfer exam, or for those who wish to study at an advanced level. Advanced instruction includes supervised practice, concert attendance and ensemble participation. Enrollment for a second semester ensures uninterrupted study for students who are preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory.

MUS-19 - Music Appreciation
3 units
UC, CSU
Prerequisite: None.
A comprehensive study of musical style, form, and materials organized to acquaint the student with representative musical literature through listening, reading and writing. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces to 1820
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A course on biography, history and music masterpieces of classical European music from its inception to 1820. The content focuses on great composers and their music in an historical context from the Medieval, Renaissance, Baroque and Classic periods. 54 hours lecture.

MUS-21 - Great Composers and Music Masterpieces After 1820
3 units
UC, CSU
Prerequisite: None.
Advisory: ENG-1A strongly recommended.
A course on biography, history and music masterpieces of classical European music from 1820 to the present. The content focuses on great composers and their music in an historical context from the Romantic and Impressionistic periods and in their stylistic groupings in the twentieth century. This course begins with Beethoven’s late period and continues with the European traditions. It also includes the music of the United States in the 20th century and highlights composers from around the world who write in classical traditions. 54 hours lecture.

MUS-22 - Survey of Music Literature
3 units
UC, CSU
Prerequisite: MUS-3.
Course work consists of a survey of the major style periods and composers in the history of Western Music and includes study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation who can follow open score and analyze the motives, themes, harmony and form of a composition. 54 hours lecture.

MUS-25 - Jazz Appreciation
3 units
UC, CSU
Prerequisite: None.
A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26 - Film Music Appreciation
3 units
UC, CSU
Prerequisite: None.
A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.
MUSICAL PERFORMANCE

Music majors are required to participate in performance classes (Chamber Singers, Showcase Jazz Singers, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band or RCC symphony), and applied music (one-on-one instruction) each semester they are enrolled.

MUS-27 - Amadeus Chamber Ensemble 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Some previous experience on the instrument through private instruction or orchestra performance. Audition on or before the first class meeting.
A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student's performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-28 - Riverside Community Symphony 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature.
A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-29 - Concert Choir 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition by instructor.
A large choir dedicated to the study, rehearsal and public performance of larger choral works from Renaissance to 20th Century. Activities include festivals, concerts and clinics. May be taken a total of four times. 54 hours laboratory.

MUS-30 - Class Voice 1 unit
UC, CSU
Prerequisite: None.
Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. May be taken a total of four times. 54 hours laboratory.

MUS-31 - College Choir 1 unit
UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32 - Class Piano 1 unit
UC, CSU
Prerequisite: None.
Group work in developing keyboard facility and reading of music notation. Opportunity provided for individual attention and performance. Developing knowledge and facility with primary and secondary chords and their use in song accompaniment patterns. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-33 - Vocal Jazz Ensemble 2 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.
Limitation on enrollment: Audition by instructor.
A select vocal ensemble dedicated to the study and performance of jazz music arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. Opportunity for students to arrange and compose. May be taken a total of four times. 108 hours laboratory.

MUS-34 - Vocal Jazz Lab 1 unit
UC, CSU
Prerequisite: None.
Corequisite: MUS-33 or 73.
Limitation on enrollment: Audition by instructor.
A course for select vocal students dedicated to the study, rehearsal and public performance of music in vocal jazz in smaller groups. May be taken a total of four times. 54 hours laboratory.

MUS-35 - Vocal Music Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition by instructor.
A small select vocal group dedicated to the rehearsal and performance of classical and madrigal literature. Public performance in concert or recital situations will take place throughout the semester. May be taken a total of 4 times. 54 hours laboratory.

MUS-36 - Instrumental Chamber Ensembles 1.5 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.
Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations will take place throughout the year. May be taken a total of four times. 81 hours laboratory.

MUS-37 - Class Guitar 1 unit
UC, CSU
Prerequisite: None.
Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.
MUS-38 - Beginning Applied Music Training 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-39 - Intermediate Applied Music 3 units
UC, CSU
Prerequisite: None.
Corequisite: Two-unit performance class.
Limitation on enrollment: Audition on or before the first class meeting.
Individual instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-41 - Chamber Singers 2 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.
Limitation on enrollment: Audition by instructor.
A select chamber vocal group dedicated to the study, rehearsal, and public performance of smaller vocal repertoire from Renaissance to Contemporary. Activities include festivals, concerts, radio and TV broadcasts and tours. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-42 - Wind Ensemble 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.
Performance of standard concert band literature. Appearances at college functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-43 - Jazz Improvisation and Theory 1 unit
UC, CSU
Prerequisite: None.
Practical experience in the art of jazz improvisation and the theory behind effective improvisation. Jazz combo or similar format provides the basis for improvisation instruction, benefiting both the beginner and the experienced player. May be taken a total of four times. 54 hours laboratory.

MUS-44 - Jazz Ensemble 2 units
UC, CSU
Prerequisite: None.
Advisory: Recommended concurrent enrollment in MUS-42.
Limitation on enrollment: Previous experience in performance of jazz literature and audition by instructor.
A select instrumental jazz ensemble assembled to study and perform jazz literature in various styles. May be taken a total of four times. 108 hours laboratory.

MUS-45 - Marching Band Woodwind Methods 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a woodwind instrument.
Performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-46 - Marching Band Brass Methods 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a brass instrument.
Performance on a brass instrument, as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-47 - Marching Band Percussion Methods 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a percussion instrument.
Performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-48 - Marching Band 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument.
Rehearsal and performance of music suitable for marching band. Marching skills emphasized. Participation in public performances required. May be taken a total of four times. 108 hours laboratory.

MUS-49 - Percussion Ensemble 1 unit
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-42 or MUS-48.
Designed to give students practical experience in performing music written and arranged for percussion ensemble. Opportunity is provided for the student to play snare drum, bass drum, all accessories and mallet keyboard instruments. Emphasis is on group participation and public performances. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.
MUS-50 - Master Chorale 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition by instructor.
An opportunity for singers in the community to learn and perform accompanied and unaccompanied secular and sacred choral music with emphasis on the major choral works of the masters. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-51 - Men’s Ensemble 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition by instructor.
A select choir dedicated to the study, rehearsal and public performance of a variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-52 - Recital Performance 0.5 unit
UC, CSU
Prerequisite: MUS-39 and high competence in a performance medium.
Corequisite: MUS-39.
Preparation and presentation of a recital performance of 20-25 minutes. May be taken a total of two times. 27 hours laboratory.

MUS-53 – Keyboard Proficiency 1 unit
UC, CSU
Prerequisite: None.
Group and individual preparation for the keyboard proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-54 - Community Jazz Ensemble .5 unit
CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.
Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

MUS-55 - Community Concert Band 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Ability to sightread and perform music on either a wind or percussion instrument.
Study and performance of standard concert band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-56 - Summer Concert Band 0.5 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Ability to sightread and perform music on either a wind or percussion instrument.
Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory.

MUS-57 - Gospel Singers 1 unit
UC, CSU
Prerequisite: None. Open to all students interested in a college choral singing experience.
A college chorus of mixed voices dedicated to the study, rehearsal and public performance of anthems, spirituals and gospel (traditional/contemporary) music. This class provides for the learning of the fundamentals of choral singing. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-58 – Gospel Choir 1 unit
UC, CSU
Prerequisite: None.
A college chorus of mixed voices dedicated to the further study, rehearsal and public performance of anthems, spirituals and African-American gospel (traditional/contemporary) music. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-59 - Winter Marching Band Clinic 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument.
Group performance on band instruments as part of a winter session Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-60 - Summer Marching Band Clinic 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on band instrument.
Developmental program in fundamental marching band techniques. This course will emphasize the coordination of the physical and mental requirements of field performance. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-61 - Auxiliary Marching Units 2 units
CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.
MUS-62 - Woodwind Techniques for Marching Band 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a woodwind instrument.
Group performance on a woodwind instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-63 - Brass Techniques for Marching Band 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a brass instrument.
Group performance on a brass instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-64 - Percussion Techniques for Marching Band 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a percussion instrument.
Group performance on a percussion instrument as part of the Marching Band program. Playing and marching skills emphasized. May be taken a total of four times. 54 hours laboratory.

MUS-65 - Basic Musicianship 2 units
UC, CSU
Prerequisite: None.
An introduction to the basic knowledge and skills necessary to develop the ability to read standard musical notation. Voice, piano, and rhythm instruments will be used, at a rudimentary level, to aid the development of sight reading skills. Music Learning Center facilities will also develop student skill. The necessary rudiments of music theory will be presented as they apply to music reading. 36 hours lecture.

MUS-66 - Advanced Auxiliary Units 2 units
CSU
Prerequisite: MUS-61.
Limitation on enrollment: Audition on or before the first class meeting.
Further rehearsal and performance of rifle, flag and dance units auxiliary to the Marching Band. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory.

MUS-67 - Community Chamber Ensemble 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.
A course in developing advanced individual skills through ensemble performance. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-68 – Community Symphony 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Previous experience in the performance of orchestral literature at the college level.
A course that rehearses and performs advanced symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory.

MUS-69 - Festival Choir 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of complex choral repertoire from the middle ages to the 20th century, including major works with orchestra. Activities include concerts, festivals and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-71 - College Chorus 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
An advanced vocal ensemble of singers dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-72 – Group Keyboarding Skills 1 unit
UC, CSU
Prerequisite: None.
Keyboard skills for playing duets, trios, quartets and pieces for multiple keyboards in addition to advanced repertoire. Opportunity provided for group and individual performance. Developing skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Subsequent enrollment will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 17 hours lecture and 32 hours laboratory.

MUS-73 - Vocal Jazz Singers 2 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.
Limitation on enrollment: Audition by instructor.
An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory.
MUS-75 - Advanced Vocal Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-76 - Advanced Instrumental Ensembles 1.5 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. 81 hours laboratory.

MUS-77 – Guitar Ensemble 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience with classical guitar and an audition.
An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory.

MUS-78 – Beginning Applied Music Training II 2 units
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Intermediary vocal or instrumental instruction. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class, or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory.

MUS-79 – Advanced Applied Music 3 units
Prerequisite: None.
Corequisite: Enrollment in a 2-unit performance ensemble.
Limitation on enrollment: Audition on or before the first class meeting.
Individual advanced instruction on a musical instrument or voice, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-80 - Master Singers 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

MUS-81 - Consort Singers 2 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.
Limitation on enrollment: Audition by instructor.
An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, and radio and TV broadcasts, and concert tours. May be taken a total of four times. 108 hours laboratory.

MUS-82 - Wind Symphony 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.
Further study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practices. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory.

MUS-83 - Advanced Chamber Choir 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-84 - Jazz Orchestra 2 units
UC, CSU
Prerequisite: None.
Advisory: Concurrent enrollment in MUS-42 or MUS-82.
Limitation on enrollment: Previous experience in performance literature.
Audition on or before the first class meeting.
Study and performance of literature written for the contemporary Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 108 hours laboratory.

MUS-85 - Summer Chamber Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting. Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory.

MUS-86 - Summer Instrumental Ensembles 1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting. Performance and rehearsal of standard music literature for the large instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory.
MUS-88 - Pageantry Ensemble  2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.
Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory.

MUS-89 - Musics of Multicultural America  3 units
UC, CSU
Prerequisite: None.
A comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours laboratory.

MUS-92 – Basic Piano  0.5 unit
UC, CSU
Prerequisite: None.
Group lessons for beginners on piano. Basic music reading in three keys using simple melodies and three chords. May be taken a total of four times. 8 hours lecture and 16 hours laboratory.

MUS-93 - The Business of Music  3 units
CSU
Prerequisite: None.
Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

MUS-94 - Community Jazz Orchestra  0.5 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition by instructor and previous experience in performance literature.
Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory.

MUS-95 - Community Symphony Band  1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
The ability to sightread and perform music on either a wind or percussion instrument.
Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory.

MUS-96 - Community Wind Band  1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
The ability to sightread and perform music on either a wind or percussion instrument.
Study and performance of wind band literature.  May be taken a total of four times. 75 hours laboratory.

MUS-99 - Community Worksop  1 unit
UC, CSU
Prerequisite: None.
A course that rehearses and performs symphonic orchestral literature. May be taken a total of four times. 54 hours laboratory.

MUS-200 – Music Work Experience  1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may ear up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MUS-P12 – Intermediate Applied Piano  3 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Individual instruction on the piano, supervised practice, concert attendance and ensemble participation. May be taken a total of four times. 162 hours laboratory.

MUS-P28 – Symphony Strings  2 units
CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 18 hours lecture and 54 hours laboratory.

MUS-P36 – Piano Chamber Ensemble  1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition by instructor.
Study and performance piano ensemble literature. May be taken a total of four times. 54 hours laboratory.

MUS-P44 – Jazz Lab Band  1 unit
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Designed for students who are beginning or intermediate jazz performers.
Study and performance of beginning and intermediate literature for jazz ensemble. May be taken a total of four times. 54 hours laboratory.

MUS-P77 – Advanced Guitar Ensemble  2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
Previous experience in performance on the guitar and in reading musical notation.
An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours of laboratory.
MUS-P84 – Jazz Lab Orchestra 1 unit
UC, CSU
Prerequisite: Audition by instructor.
Limitation on enrollment: Designed for beginning or intermediate jazz performers.
Study and performance of beginning and intermediate jazz literature for the jazz orchestra. May be taken a total of four times. 54 hours laboratory.

NATIVE AMERICAN STUDIES
In cooperation with representatives of the Native American community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Native American students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Native American heritage and its contributions to American life.

Among these courses are:
- ANT-4 - Native American Cultures
- ENG-18 - Survey of Native American Literature
- HIS-28 - Native American History: Early Contact Period
- HIS-29 - Native American History: Contemporary Society
- PHI-19 - Native American Thought

SCHOOL OF NURSING
Two curricula are offered in nursing: The Associate Degree Nursing Program leading to licensure as an L.V.N. and the Vocational Nursing Program leading to licensure as an L.V.N. The Associate Degree Nursing Program is accredited by the California Board of Registered Nursing (BRN) and the National League for Nursing Accrediting Commission (NLNAC). The Vocational Nursing Program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Information concerning nursing education can be obtained from these agencies. You may write the BRN at 400 “R” Street Suite 4030 Sacramento, CA 95814, Website: www.rn.ca.gov, or the BVNPT at 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: www.bvnpt.ca.gov, or the NLNAC at 61 Broadway New York, NY 10006 or call (800) 699-1656 Ext. 153; Website: www.nlnac.org.

HEALTH AND CPR REQUIREMENTS
Students selected for the program will be admitted pending submission of a CPR Certification card (BLS Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American Disabilities Act (1990).

All new and readmitting students are required to demonstrate a clear background check prior to enrollment in clinical courses. The process for obtaining the background check is available in the School of Nursing.

FINGERPRINT REQUIREMENT
One requirement to qualify for the licensing examination is the submission of fingerprints. These are evaluated by the California Department of Justice and the F.B.I.

ASSOCIATE IN SCIENCE DEGREE IN NURSING PROGRAM (ADN)
The two-year program fulfills all the requirements for the Associate in Science Degree from Riverside Community College District and qualifies the graduate to take the national examination to become licensed as a registered nurse. Its primary purpose is to produce graduate nurses well qualified to render direct care to patients/clients. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse in a variety of community settings.

RCCD has affiliations with local acute care hospitals, extended care facilities, clinics, doctors’ offices, and other community-based agencies.

Classes in the degree program are admitted twice a year in September and February. Information on ADN (RN) Admission/Selection Policies and Procedures may be obtained by contacting the Counseling office or the School of Nursing.

RN EXPENSES/GENERAL INFORMATION
(All expenses are approximate)
1. Uniforms: $250.
2. Books and supplies: $1,500 for two years.
3. Health examination/immunization: $200 - $250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Selected laboratory work and immunizations must be repeated one year later.
4. Health Services fee $14, Student Services fee $10 per semester, Parking fee $40 per semester, and tuition of $20 per unit. The cost is approximately $1500 for four semesters.
5. Students must have a current CPR card certification (BLS Healthcare Provider Course) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

APPLICATION TO THE PROGRAM
Students applying for the Nursing Program must have all eligibility and prerequisite courses finished (first priority) or in progress at the time of application (second priority). Preference is given to students residing within Riverside Community College District and that meet RCC residency requirements. Students who meet eligibility and prerequisite requirements will be ranked according to the number of units completed towards the Associate Degree in Nursing. Students meeting district and RCC residency requirements and who have completed all required courses for ADN and who were not selected for the current semester, will be placed on a wait list for the following semester. The applicant is responsible for ensuring that all official transcripts (high school and college) and other necessary information have been received by the Counseling Department at the time of application. Note: Admission is denied to an applicant who earned a grade of “C-” or less in a nursing program at another college. Students
who have earned a grade of C- or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy. Foreign transcripts must be evaluated (Detailed Evaluation) prior to submission. Further information can be obtained from the Counseling Department. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing (951) 222-8407.

Applications may be obtained from the Transfer and Career Center, Riverside City Campus during the application filing periods. Please verify current application filing period dates and selection procedures with the School of Nursing (951) 222-8407.

**MINIMUM REQUIREMENTS FOR ELIGIBILITY:**

1. RCCD application on file and eligibility to attend RCCD.
2. High School Verification: Proof of high school graduation or equivalent is only required for 30 unit option students according to Board of Registered Nursing, Rules and Regulations, Section 1412. Official Transcripts required.
3. GPA of at least 2.0 in all work attempted at RCCD and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.
4. Chemistry: Verification of one year of high school AP chemistry with a lab and a satisfactory score on the RCCD Chemistry Placement Exam, or score of 3, 4 or 5 on the AP Chemistry Exam, or one semester of college chemistry with a grade of “C” or better (RCCD’s Chemistry 2A or 3 fulfills this requirement). Students who have already completed the Microbiology requirement are exempt from taking the RCCD Chemistry Placement Exam.
5. Prerequisite Courses (15 units):
   a. Minimum combined GPA of 2.65 in the following science prerequisite courses:
      - Anatomy and Physiology 2A (4 units)
      - Anatomy and Physiology 2B (4 units)
      - Microbiology 1 (4 units)
   b. Minimum combined GPA of 2.3 in the above science prerequisite courses (15 units) for advance placement LVNs transfers/30 unit option.
   c. Completion of PSY-9 with a grade of “C” or better (Prerequisite for Nursing 2 or 3, effective Spring 2005.)
6. Effective Fall 2007, students must pass a diagnostic assessment test (basic Math, English, reading, science) prior to program enrollment; students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.

See current enrollment requirements available in the School of Nursing.

**GENERAL EDUCATION REQUIREMENTS (19 units)**

Students are encouraged to complete the following advisory courses prior to enrollment in the program: English 1A, Speech 1 or 9, CIS 1A, an analytical thinking course, humanities, American Institutions, social and behavioral science course, and completion of mathematics, reading, and English competencies.

These general education courses are not required for admission to the RN Program; however, they are required for the completion of the Associate in Science Degree in Nursing. Most students complete these requirements before entering the RN Program due to the rigorous nursing student course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements list available in the Counseling Department to ensure full credit transfer.

**GRADE POINT REQUIREMENTS FOR PROGRESS IN THE NURSING PROGRAM**

Nursing students are required to meet minimum requirements to be eligible for the national licensing examination administered by the California Board of Registered Nursing. A minimum grade of “C-” in theory and a satisfactory evaluation indicating safe, competent performance in clinical practice in each nursing course are required for the student to advance from one semester to the next. Refer to prerequisites for each nursing course. A grade of “C” or better is required in prerequisite courses, general education graduation requirements and nursing courses.

**READMISSION POLICY**

A student who at any time has been admitted to the Associate Degree Nursing Program and subsequently withdraws or earns a “D” or “F” grade in the nursing course(s) must file a petition to be readmitted to the program and submit another clear background check. Petitions may be obtained from the Transfer and Career Center or the School of Nursing. A student who withdraws due to unsatisfactory performance or receives a grade of less than “C” in the Nursing Program will be allowed to be readmitted according to Nursing Education Readmission Policy. Refer to RCCD Nursing Student Handbook which is available on-line at www.rcc.edu/academicprograms/nursing.

When a student withdraws from the Nursing program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR GUARANTEE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

**TRANSFER STUDENTS**

Students transferring from another program must submit the following with their nursing application:

- Official up-to-date (within 90 days) transcript for the nursing program from which transferring.
- Course outlines and syllabi from completed nursing courses.
- Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment Technician.
- Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 17 within one year prior to enrolling in the program.

Admission will be denied to an applicant who earned a grade “C-” or less in a nursing program at another college. However, students who have earned a grade of “C-” or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit a petition to the Nursing Enrollment Committee for an exception to this policy.
CHALLENGE POLICIES/30-UNIT OPTION FOR LVN'S
Students with previous nursing education or experience are eligible to petition for advanced placement in the Nursing Program. Additionally, a 30-unit option is offered to the Licensed Vocational Nurse. However, it is important to note that LVNs choosing to take the 30 unit option can never be qualified as graduates of Riverside Community College District or of the Riverside Community College Associate Degree Nursing Program and will permanently be referred to as having attained a Nursing Non-Degree/Non Graduate Status. Information regarding transfer/challenge policies and the 30-unit option for LVNs may be obtained from the School of Nursing (951) 222-8407.

DIPLOMA NURSING EDUCATION CREDIT
Graduates of diploma schools of nursing shall receive 30 units of nursing credit after completing 15 units at Riverside Community College District. Information regarding this policy may be obtained from the School of Nursing.

CONCEPTUAL FRAMEWORK MODEL
The conceptual framework model for the Associate Degree Nursing Program is based on five (5) unifying concepts. They provide the comprehensive organizing framework for the curriculum structure that is used throughout the program for studying the care of clients with common and recurring health-illness problems in community based settings. The five concepts are (1) Life Cycle, (2) Basic Human Needs, (3) Health-Illness Continuum, (4) Nursing Process, and (5) Three Roles of the ADN.

REGISTERED NURSE (RN):

NRN-1 - Introduction to Nursing Concepts and Practice 8 units
CSU
Prerequisite: AMY-2A, 2B, and MIC-1.
Corequisite: Concurrent enrollment or prior completion of NRN-15.
Advisory: Completion of the following is highly recommended: ENG-1A, SPE-1 or 9, analytical thinking requirement, word processing skills (CIS-80 or 84), and the mathematics, reading and English competencies.
Limitation on enrollment: Acceptance to the Associate Degree Nursing Program.
An introduction to the Associate Degree Nursing Program and conceptual framework. Discussion of mental and physical health concepts, cultural diversity and ethnicity, caring, therapeutic and socializing roles. Applies concepts to multicultural groups, middle-aged, older and very old adults in acute and other community-based settings. Addresses fundamental nursing skill development. 72 hours lecture and 216 hours laboratory.

NRN-2 - Beginning Nursing Concepts of Health and Illness 8 units
CSU
Prerequisite: NRN-1, NRN-15 and PSY-9.
Concepts from previous courses are applied to multicultural clients in acute care and other community-based settings who are identified as being newborns, children, young adults, adults and/or members of childbearing families. Examines the beginning nursing concepts of health and illness and uses the concepts to develop individualized plans of care for the maternal-child and orthopedic/surgical clients. The student learns to identify alternative methods to meet the individual client needs and modifies plans of action as necessary. A continued emphasis is placed on application of the nursing process to meet needs of clients and families using Maslow’s hierarchy. 63 hours lecture and 243 hours laboratory.

NRN-3 - Intermediate Nursing Concepts of Health and Illness 9 units
CSU
Prerequisite: Completion of all core courses, NRN-2 and PSY-9.
Concepts from previous courses are applied to caring for multicultural clients with a variety of health and illness problems requiring intermediate nursing skills, interventions and concepts of health assessment. The health care and comprehensive learning needs of the young and middle-aged adult with medical-surgical health problems and mental health clients throughout the life cycle with a special focus on the psychosocial assessment of the older and very old adult are addressed. Emphasis on health promotion utilizing the nursing process and multidisciplinary treatment plan to care for assigned clients with common, recurring problems in acute care and other community-based settings. Clinical laboratory experience will be directed toward correlation and application of nursing concepts discussed in lecture. 72 hours lecture and 270 hours laboratory.

NRN-4 - Advanced Nursing Concepts of Health and Illness 9 units
CSU
Prerequisite: NRN-3.
Corequisite: Concurrent enrollment in NRN-16.
Integrates total nursing care concepts in acute and other community-based settings. Emphasizes the health care of multicultural clients and their families throughout the life cycle who are experiencing complex or multiple health/illness problems. Includes advanced concepts of gerontological nursing. Students apply previously learned concepts to clients with critical and complex health and illness problems using the nursing process within the multidisciplinary treatment team. Develops the associate degree nursing role in managing care for groups of clients. 72 hours lecture and 270 hours laboratory.

NRN-6 - Nursing Learning Laboratory .5 unit
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.
An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry-level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. CR-NC only.

NRN-7 - Nursing Learning Laboratory 1 unit
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.
An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. CR-NC only.
NRN-8 - Nursing Learning Laboratory  2 units
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. CR-NC only.

NRN-9 - Nursing Learning Laboratory  3 units
CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.

An on-campus laboratory designed for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level nurses. Multimedia and computer assisted instructional materials which support the semester learning objectives are available. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. CR-NC only.

NRN-15 - Introduction to Nursing Roles and Relationships  2 units
CSU
Prerequisite: None.
Corequisite: Concurrent enrollment in NRN-1. Concurrent enrollment in PSY-9 or prior completion.
Limitation on enrollment: Acceptance into the Registered Nursing Program.

Assists in the role transition to Registered Nursing student at Riverside Community College. Examines the uniqueness of the conceptual framework and curricular structure of the program at Riverside Community College. Presents the five basic steps of the nursing process and roles of the Associate Degree Nurse. Considers the nature of the teaching-learning process. Overviews the philosophy of registered nursing past, present and future. Introduces the ethical/legal aspects of the student nurse’s role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing Websites. Introduces students to professional writing style and format. 36 hours lecture.

NRN-16 - Dimensions of AD-Registered Nursing  1.5 units
CSU
Prerequisite: NRN-3.

Assists in the transition from student role to that of a graduate of a registered nursing program prepared for employment. Correlates with lab experiences in NRN-4 to develop beginning leadership and management skills. Examines the scope of practice of the RN in delegating and prioritizing nursing care, discusses end-of-life issues and organ procurement, and introduces nursing informatics to prepare new graduates on how to use computer technology in the workplace. Reviews process of licensure for California registered nursing and malpractice issues. Provides opportunity for students to explore various employment opportunities for Registered Nurses in the community and to discuss current issues of relevance to professional nursing practice. Total of 27 hours lecture.

NRN-17 - Transition Course  2 units
for Advanced Placement/Transfer Students
CSU
Prerequisite: None.
Limitation on enrollment: LVN, immediate graduate of the RCC VN Program or nursing student eligible for transfer into the RCC ADN program.

An introduction to basic concepts of the RCC Associate Degree Nursing Program: philosophy and outcome objectives; conceptual framework; five step nursing process. Focuses on developing critical thinking skills. Addresses transitional issues to associate degree nursing student role. Overviews the philosophy of registered nursing past, present, and future. Introduces the ethical/legal aspects of the student nurse’s role as well as professional RN role in client care. Provides guidelines for effective communication. Presents concepts of culture and its impact upon health and illness. Develops beginning skills in accessing information via on-line selected nursing Websites. If Nursing 17 is completed successfully more than one year before entering the ADN Program, Nursing 17 must be audited in the intersession just prior to entering the ADN Program and a nursing care plan created and submitted according to current RCC NCP format. May be taken a total of four times. 27 hours lecture and 27 hours laboratory. (Letter grade/CR-NC option)

NRN-20 - National Council Licensure Examination  .5 unit
for Registered Nurses (NCLEX-RN)
CSU
Prerequisite: None.
Limitation on enrollment: Eligible for the NCLEXRN.
This twelve-hour workshop is offered to help students in Associate in Science Degree programs study for NCLEX-RN examination for licensure. The course presents a review of topics in medical/surgical, maternal/child and mental health nursing. Topics encompass basic concepts and recent advances that are components of safe and effective nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of theory content. May be taken a total of four times. 12 hours lecture. CR-NC only.

NRN-91 - Nursing Work Study (BRN Approved)  .5 unit
Prerequisite: NRN-2.
This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. Subsequent enrollment in additional semesters will offer the student an opportunity for mastery of clinical skills. May be taken a total of four times. 27 hours laboratory. CR-NC only.
NRN-93 - Calculations for Healthcare Providers 1 unit
Prerequisite: None.
Review of basic arithmetic required to administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Administration of medications via different routes and to clients in all age groups. Computation of dosage problems encountered in actual nursing practice. Subsequent enrollment in additional semesters will offer the student an opportunity for additional skill and competency development with the subject matter. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. May be taken a total of four times. 18 hours lecture.

NRN-94 - Nursing Clinical Development Practicum 2 units
Prerequisite: None.
Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing programs.
This course is designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. May be taken a total of four times. 108 laboratory hours. CR-NC only.

NRN-95 - Focused Health Assessment 1.5 units
Prerequisite: None.
Limitation on enrollment: Enrollment in or completion of an Associate Degree or Vocational Nursing program.
A course designed to assist the student to refine basic skills in history taking for health assessment and physical examination. Major emphasis is on data collection resulting in a nursing plan of care supported by evidence-based interventions. A systems approach to physical examination is used. Techniques of inspection, palpation, percussion and auscultation are developed. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 27 hours lecture. CR-NC only.

NRN-200 - Nursing Work Experience 1-2-3-4 units
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.
This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

VOCATIONAL NURSING (VN) PROGRAM
The Vocational Nursing Program is a certificate program that prepares graduates to qualify for the national licensing examination (NCLEX-PN) to become a Licensed Vocational Nurse. The 12 month full-time and 24 month part-time curricula provide student-centered instruction and conform to regulations of the California Board of Vocational Nursing and Psychiatric Technicians. Classroom instruction is offered concurrently with clinical practice to assist the student in the application of nursing theory to actual nursing situations. To receive a certificate, a minimum grade of “C” must be earned in each nursing course, Anatomy and Physiology 10, and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing Program admission/selection policies and procedures may be obtained by contacting the School of Nursing, (951) 222-8407.

MINIMUM REQUIREMENTS FOR ELIGIBILITY
1. Eligibility to attend RCCD and RCCD application on file.
2. High school graduation or equivalent (GED, High School Proficiency Examination, Associate Degree or Bachelor's Degree). Official Transcripts required.
3. A cumulative grade point average of at least 2.0 (“C”) GPA in all college course work attempted.
4. 100% on Nursing Program Arithmetic Proficiency Exam. Exam will be administered concurrent with Nursing 50.
5. Anatomy and Physiology 10 or equivalent.
7. Application to the VN program. Applications can be obtained online at: http://rcc.edu/nursing/apply and submitted to the Nursing Enrollment Technician, Riverside City College. Students who wish to start the program in the fall must submit an application regardless of whether or not they have completed Nursing 50 and/or Anatomy and Physiology 10. Note: No waiting list is maintained. Therefore, a new application must be submitted each year.
8. Official transcripts (high school and college) and other necessary information on file with the Counseling Department.
9. Be at least 17 years of age (Section 2866a, VN Practice Act).
10. Please note: Meeting minimum criteria to the program does not guarantee admission to the program.
11. Students wishing a decreased study load during the first semester are encouraged to take Psychology 9 before entering the program.

VN PROGRAM EXPENSES (All expenses are approximate)
2. Books and supplies: $800.
3. Health examination/immunizations $200-$250. Students selected for the program must have a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Selected laboratory work must be repeated one year later.
4. Per Semester: Health Services fee $14, Student Services fee $10, Parking fee $40, and an Enrollment fee of $20 per unit.
5. Students must have current CPR certification (BLS Healthcare Provider Course). If the CPR card expires prior to the end of the semester or intersession, recertification is required prior to enrollment.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
7.* Background check must be clear prior to participation in clinical courses. Fee: approximately $100.
8.* NCLEX-PN: $350.
9.* License fee: $105.
* Fees are subject to change.
ATTENDANCE REQUIREMENTS
The attendance policy of the Vocational Nursing Program is in conformity with the attendance policy of Riverside Community College District and the Board of Vocational Nursing and Psychiatric Technicians. In accordance with the attendance policy of Riverside Community College District, “All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.”

“Work missed for unavoidable cause may be made up with the instructor’s approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.”

In accordance with the objectives of the Vocational Nursing Program, the student is expected to develop and practice attendance habits appropriate to the role of the Vocational Nurse as a participating member of the multidisciplinary healthcare team.

PROGRESSION POLICY: VN FULL-TIME PROGRAM:
If a student earns less than a “C” grade in any course required for enrollment in the VN Program (Psychology 9, Nursing 51, 52, 60, 61, 62, 63, 70, and 71), the student will be ineligible to continue in the Full-Time Program and must reapply when the course has been successfully repeated. Readmission will be granted on a space available basis according to the admission point system.

In order to repeat a VN Program course, the student must complete a “Petition for Readmission to the Nursing Program,” as well as an application to the program. Applications can be obtained online at: http://rcc.edu/nursing/apply and submitted to the Nursing Enrollment Technician, Riverside City College.

PROGRESSION POLICY: VN PART-TIME PROGRAM
Course sequence for the Part-Time Vocational Nursing Program will be as printed on the RCCD Part-Time Vocational Nursing Program Curriculum Pattern. Students will lose their space if they fail to progress according to the sequence and must reapply to the program. Readmission will be granted on a space available basis according to the admission point system.

VN students in the part-time program are required to earn a minimum grade of “C” in Nursing 51, 60, 63, and in Psychology 9 prior to being eligible to enroll in Nursing 52. In order to repeat a VN Program course, the student is required to submit a “Petition for Readmission to the Nursing Program,” as well as an application to the Nursing Program. Applications can be obtained online at: http://rcc.edu/nursing/apply and submitted to the Nursing Enrollment Technician, Riverside City College.

READMISSION POLICY-VOCATIONAL NURSING PROGRAM
A student who at any time has been admitted to the Vocational Nursing Program and subsequently withdraws or earns a “D” or “F” grade in the nursing course(s) must file a petition to be readmitted to the program. Petitions are obtained Applications can be obtained online at: http://rcc.edu/nursing/apply and submitted to the Nursing Enrollment Technician, Riverside City College. Refer to the RCCD VN Student Handbook for additional readmission policies. VN Program courses are subject to the State of California limits on course repetition.

When a student withdraws from the Vocational Nursing Program or fails to earn a grade of “C” or better, although all efforts are made to offer space to returning students in the most timely fashion, THERE IS NO PROMISE OR REASSURANCE AS TO WHEN THERE WILL BE AVAILABLE SPACE FOR READMISSION.

TRANSFER/CHALLENGE POLICIES
Students with previous nursing education or experience may petition for advanced placement credit. Information regarding this policy may be obtained from the School of Nursing.

NURSING (VOCATIONAL) COURSES:

NVN-50 - Introductory Vocational Nursing 2 units
Foundations
Prerequisite: None.
Examines the definition, functions, responsibilities, and roles of the vocational nurse as a member of the health team. Overviews history of nursing. Introduces the ethical/legal aspects of the student and Licensed Vocational Nurse. Defines the nursing process and introduces the concept of culture as it impacts nursing care. 36 hours lecture.

NVN-51 - Introductory Concepts of Vocational Nursing-Health/Illness 3 units
Nursing-Health/Illness
Prerequisite: NVN-50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Introductory course on health and its deviations as a foundation for the practice of vocational nursing. Beginning concepts of microbiology and pathophysiology are applied. The responses of the body to diseases which affect basic human needs are discussed in terms of common symptoms of illness, respiratory and circulatory disturbances, fluid and electrolytes, congenital, degenerative, allergic, and immune processes. Essentials of nutrition throughout the life cycle and an introduction to diet therapy are studied. 54 hours lecture.

NVN-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units
Nursing-Nursing Fundamentals
Prerequisite: NVN-50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundational courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

NVN-60 - Intermediate Vocational Nursing 1 unit
Foundations-Nursing Process/Communication
Prerequisite: NVN-50
Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.
Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify clients’ basic human needs
that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied in relationship to the nursing process, with beginning application to clients in various stages of the life cycle. Review of the Riverside Community College Vocation Nursing Program philosophy and conceptual framework. 18 hours lecture.

NVN-61 - Intermediate Concepts of Vocational Nursing-Care of the Family 6 units
**Prerequisite:** NVN-52 and 60.
Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NVN-62 - Intermediate Concepts of Vocational Nursing-Medical/Surgical 12 units
**Prerequisite:** NVN-61.
Application of the nursing process to the care of clients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for clients in the adult life cycle stages in a variety of clinical settings, from various ethnic and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments which impact on nursing care. 126 hours lecture (including 18 hours of pharmacology) and 270 hours clinical/laboratory.

NVN-63 - Intermediate Concepts of Vocational Nursing-Mental Health 3 units
**Prerequisite:** NVN-60 and PSY-9.
Application of the nursing process and principles of mental health in the care of clients, in all health delivery settings, with conditions which interfere with normal intellectual, social, and/or emotional behavior and result in disturbed interpersonal relationships. Focus on using principles of psychiatric nursing, communication skills, and interpersonal relationship techniques to meet basic human needs. The clinical/laboratory experience will be directed toward roles of the vocational nurse in the application of theoretical knowledge through supervised interaction in the mental health setting with clients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with clients with common health/illness and functional disorders. 36 hours lecture (including 2 hours pharmacology) and 65 hours clinical/laboratory.

NVN-70 - Advanced Vocational Nursing Foundations-Role Transition 1 unit
**Prerequisite:** NVN-62 and 63.
Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

NVN-71 - Advanced Concepts of Vocational Nursing-Medical/Surgical 7.5 units
**Prerequisite:** NVN-62 and 63.
Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem including responsibilities and life saving measures in emergency situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and management techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/laboratory.

**CONTINUING EDUCATION IN NURSING**
The Continuing Education courses offered by Riverside Community College District are approved by the California Board of Registered Nursing for the units/contact hours designated as specified for each course. Provider number 00100.

The Board of Vocational Nursing and Psychiatric Technicians will accept courses for Continuing Education credit that have been approved by the BVNPT and the California Board of Registered Nursing.

**NURSING (CONTINUING EDUCATION) COURSES:**

NXN-78 - Pharmacology in Clinical Nursing 3 units
**Practice**
**Prerequisite:** None.
**Limitation on enrollment:** Completion of or concurrent enrollment in a Vocational or Registered Nursing Program.
Reviews the major classes of medications used in community-based settings that provide primary, secondary and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Approved by the California Board of Registered Nursing for continuing education. Provider number 00100. 54 hours lecture.

NXN-81 - Introduction to Critical Care Nursing 5 units
**Prerequisite:** None.
**Limitation on enrollment:** Completion of a Registered Nursing Program.
A critical care course designed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. It focuses on the introduction to critical care nursing; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal and genitourinary, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; specialized procedures and equipment; and clinical skills training. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. 90 hours lecture.
NXXN-83 - Preceptor Workshop .5 unit
Prerequisite: None.
Limitation on enrollment: Current licensure as a Registered Nurse
This course is a highly interactive and comprehensive workshop that will provide the preceptor with the tools and motivation to enhance the process of transitioning new staff members. Emphasis is placed on the preceptor’s responsibilities in the areas of role model, socializer, educator, and evaluator. Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. Offered Credit/No Credit only. 9 hours lecture.

OCEANOGRAPHY

OCE-1 - Introduction of Oceanography 3 units
UC, CSU
Prerequisite: None.
Advisory: A course in geology recommended.
Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis forces, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture.

OCE-1L - Introduction to Oceanography Laboratory 1 unit
UC, CSU
Prerequisite: None.
Advisory: Concurrent or previous enrollment in OCE-1 recommended, especially for transfer students.
An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Such topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; and dynamic topography, waves and tides. 54 hours laboratory.

OFFICE ADMINISTRATION

See Computer Applications and Office Technology

PARALEGAL STUDIES

PAL-10 - Introduction to Paralegal Studies 3 units
CSU
Prerequisite: None.
An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.

PAL-14 - Legal Ethics 3 units
CSU
Prerequisite: None.
Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

PAL-64 - Legal Research and Computer Applications 3 units
CSU
Prerequisite: None.
Introduction to legal research from the perspective of the paralegal’s role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture.

PAL-68 - Civil Litigation and Procedures I 3 units
CSU
Prerequisite: None.
The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture.

PAL-70 - Law Office Policies, Procedures and Ethics 1.5 units
CSU
Prerequisite: None.
Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture.

PAL-71 - Legal Terminology 1.5 units
CSU
Prerequisite: None.
Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. 27 hours lecture.

PAL-72 - Legal Analysis and Writing 3 units
CSU
Prerequisite: PAL-10, PAL-68 or BUS-18A
The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

PAL-78 - Civil Litigation and Procedures II 3 units
CSU
Prerequisite: PAL-68.
Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

PAL-80 - Internship Project 1.5 units
CSU
Prerequisite: PAL-64.
An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

PAL-81 - Bankruptcy Law and Procedures 3 units
CSU
Prerequisite: None.
Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture.
PHI-10 - Introduction to Philosophy 3 units
UC, CSU (CAN PHIL 2)
Prerequisite: None.
A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H – Honors Introduction to Philosophy 3 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Honors Program.
A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11 - Critical Thinking 3 units
UC, CSU
Prerequisite: None.
This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student’s ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

PHI-12 - Introduction to Ethics: Contemporary Moral Issues 3 units
UC, CSU (CAN PHIL 4)
Prerequisite: None.
Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-13 - Philosophy of Art 3 units
UC, CSU
Prerequisite: None.
An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, aesthetic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture.

PHI-14 - Survey of Black Thought 3 units
UC, CSU
Prerequisite: None.
A survey of Black thought from the earliest times, including Ethiopian-Egyptian-Coptic sources, medieval Muslim Africa, and modern Western slave and liberation periods. Representative thinkers of the modern periods are discussed. 54 hours lecture.

PHI-15 - Bio-Medical Ethics 3 units
UC, CSU
Prerequisite: None.
An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

PHI-16 – Moral Reasoning in Business 3 units
Prerequisite: None.
This course applies classical and contemporary theories of morality to problems, questions and dilemmas arising in business. Using the major concepts and principles of deontological and consequentialist reasoning, it examines and analyzes cases involving such areas as employer/employee relations, corporate responsibility, the ethics of globalization, development and world financial institutions, and truth-telling in business. Emphasis is on the development of moral reasoning skills that allow for meaningful analysis and evaluation of moral situations. 54 hours lecture.
PHI-19 - Native American Thought
UC, CSU
Prerequisite: None.
Philosophical and religious beliefs and practices of Native Americans. Their history, views of man and nature. Emphasis placed on Native American thought as conveyed by Indian people, and its relevance to contemporary problems and conflicts between the two societies. 54 hours lecture.

PHI-20 - History of Western Philosophy I: Greek, Roman, and Medieval
UC, CSU (CAN PHIL 8)
Prerequisite: None.
A survey of the beginning and rise of Western science and philosophy; pre-Socratic era, Socrates, Plato, Aristotle; Greek philosophical influence upon the Roman Empire and Medieval Europe. 54 hours lecture.

PHI-21 - History of Western Philosophy II: Modern and Contemporary
UC, CSU (CAN PHILOS 10)
Prerequisite: None.
Advisory: PHI-10, 12, or 20 recommended.
A survey of the history of Western philosophy beginning with the transition from the medieval period and ending with contemporary philosophy. Topics covered will include renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, and such contemporary movements as Marxism, existentialism, positivism, American pragmatism and analytic philosophy. 54 hours lecture.

PHI-22 – Philosophy of Science
Prerequisite: None.
Advisory: Qualification for English 1A.
An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture.

PHI-32 - Introduction to Symbolic Logic
(Same as MAT-32)
UC, CSU (CAN PHIL 6)
Prerequisite: None.
Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.
Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-33 - Introduction to Social and Political Philosophy
UC, CSU
Prerequisite: None.
Advisory: Qualification for ENG-1A strongly recommended.
An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

PHI-35 - Philosophy of Religion
(Same as HUM-35)
UC, CSU
Prerequisite: None.
Advisory: PHI-10 or 11 recommended.
An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAFY

PHO-8 - Introduction to Photography
(Same as HUM-19)
UC, CSU (CAN ART 18)
Prerequisite: None.
Theory and practice in the basic techniques of producing quality black and white photographs with technical and artistic merit. Acquire competency in the use of cameras, photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35 mm cameras with f-stop and shutter controls, film and enlarging paper for printing. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-9 - Intermediate Photography
UC, CSU
Prerequisite: PHO-8.
Advanced concepts of black and white photography, with emphasis on utilization of 35 mm and medium and large format cameras in the studio and on location. Application of advanced lighting techniques for products and portraiture. Includes an introduction to studio management and the legal and financial considerations of the professional photographer. Students required to provide their own 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-10 - Advanced Photography
UC, CSU
Prerequisite: PHO-9.
Advanced concepts of black and white photography, with emphasis on utilization of 35 mm and medium and large format cameras in the studio and on location. Application of advanced lighting techniques for products and portraiture. Includes an introduction to studio management and the legal and financial considerations of the professional photographer. Students required to provide their own 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.

PHO-12 - Photojournalism
(Same as JOU-12)
UC, CSU
Prerequisite: PHO-8.
Corequisite: Concurrent enrollment in or prior completion of PHO-9. Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with f-stop and shutter controls. Lab materials fee assessed. 27 hours lecture and 81 hours laboratory.
PHO-13 - Advanced Darkroom Techniques 3 units
CSU
Prerequisite: PHO-9.
Designed to introduce advanced students to manipulation of photosensitive materials for technical and creative enhancement of photographic images. The course presents the principles learned to control contrast and density with the goal of producing images with technical excellence using lighting, exposure, developing and printing techniques. Discuss laboratory processes for ensuring archival permanence of photographic images. 27 hours lecture and 81 hours laboratory.

PHO-14 - Basic Studio Portraiture 3 units
CSU
Prerequisite: PHO-9.
Designed to introduce students to the basic theory and principles of studio photography. This course provides hands on experience in creating studio and environmental portraits with an emphasis on lighting and posing techniques. 27 hours lecture and 81 hours laboratory.

PHO-17 - Introduction to Color Photography 3 units
CSU
Prerequisite: PHO-9.
An introductory course in color photography covering theory and practice in the use of equipment and materials for producing color prints. Students required to provide their own 35 mm camera with f-stop and shutter controls. Lab fee required. 27 hours lecture and 81 hours laboratory.

PHO-20 - Introduction to Digital Still Photography 3 units
CSU
Prerequisite: None.
Introduces students to electronic still photography and digital imagery. Students will learn how to create photography quality images without use of the traditional photographic wet lab. Students use state of the art computers, digital cameras, professional grade negative and flatbed scanners and a digital printer to produce photo-grade prints. Software utilized includes Adobe PhotoShop, Photoenhancer Ofoto and others. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

PHO-200 - Photography Work Experience 1-2-3-4 units
CSU*
Prerequisite: None.
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course. This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see JOURNALISM

PHYSICAL EDUCATION
It is recommended that students enroll in physical education activity courses or academic physical education courses (that satisfy the Self Development requirement of the Associate in Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate in Arts Degree requirements in this catalog.

UNIFORMS
Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS
A lock and locker for which the student is responsible will be issued to each student. A $5.00 charge will be assessed for a lost lock.

ACADEMIC COURSES

PHP-4 - Nutrition 3 units
UC, CSU
Prerequisite: None.
The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

PHP-6 - Introduction to Physical Education for Pre-School and Elementary Children 3 units
CSU
Prerequisite: None.
This course provides a comprehensive overview of theories and methods relating to the development of a physical education program for children ages 0-11 years including children with special needs and abilities. Emphasis is on the application of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory.

PHP-8 - Triathlon Techniques 2 units
UC, CSU
Prerequisite: None.
Provides instruction for the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling and running skills and learn how to develop an individual program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

PHP-10 - Introduction to Physical Education 3 units
UC, CSU
Prerequisite: None.
This is an orientation course for students interested in physical education. It studies the history of sport, analyzes scientific research as it pertains to physical fitness and sport, and provides information on education requirements and careers. 54 hours lecture.

PHP-12 – Sport Psychology 3 units
CSU
Prerequisite: None.
This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.
PHP-14 – Athletic and Fitness Organization and Administration
UC, CSU
Prerequisite: None.
This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions from facilities planning, finances and risk management to public relations and marketing. 54 hours lecture.

PHP-16 - Introduction to Athletic Training
UC, CSU
Prerequisite: None.
This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory.

PHP-17 - Athletic Training, Fall Sports, Beginning
UC, CSU
Prerequisite: None.
Corequisite: Completion of or concurrent enrollment in PHP-16 and 30.
This course involves athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, waterpolo, cross country and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. 18 hours lecture and 54 hours laboratory.

PHP-18 - Athletic Training, Spring Sports, Beginning
UC, CSU
Prerequisite: None.
Corequisite: Completion of or concurrent enrollment in PHP-16 and 30.
This course involves athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. 18 hours lecture and 54 hours laboratory.

PHP-19 - Athletic Training, Fall Sports, Advanced
UC, CSU
Prerequisite: PHP-17.
This course will expose students to advanced field experience in athletic training for fall sports. Students will be able to evaluate, treat and rehabilitate injuries specific to fall sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. 18 hours lecture and 54 hours laboratory.

PHP-20 - Athletic Training, Spring Sports, Advanced
UC, CSU
Prerequisite: PHP-18.
This course will expose students to advanced field experience in athletic training for spring sports. Students will be able to evaluate, treat and rehabilitate injuries specific to spring sports. The course will reinforce basic principles and methods in Athletic Training and Sports Medicine. 18 hours lecture and 54 hours laboratory.

PHP-21 - Athletic Training Applications
UC, CSU
Prerequisite: None.
Corequisite: Completion of or concurrent enrollment in PHP-17 or 18, 19, or 20.
The student, under the supervision of the Head Athletic Trainer, will be responsible for all aspects of the athletic training services to be provided to an assigned Riverside Community College athletic team. Students will be responsible for all pre and post practice and competition of athletic training situations. The field experience hours earned in the course may partially fulfill the requisites and requirements of the National Athletic Trainers Association Certification. May be taken a total of four times. 108 hours laboratory.

PHP-24 - Sports Officiating-Fall Sports
UC, CSU
Prerequisite: None.
The mechanics, techniques, and rules of officiating football, basketball, and volleyball are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture plus required field work.

PHP-25 - Sports Officiating-Spring Sports
UC, CSU
Prerequisite: None.
The mechanics, techniques, and rules of officiating baseball, softball and track and field are defined, analyzed and applied to prepare students to become competent officials. 54 hours lecture.

PHP-26 – Foundations of Coaching
UC, CSU
Prerequisite: None.
This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

PHP-27 - Football Theory
UC, CSU
Prerequisite: None.
The course includes the study of various aspects of coaching football. The emphasis of the class will be on the theory of how to organize a football program, individual skills and offensive and defensive play. 54 hours lecture.

PHP-28 - Basketball Theory
UC, CSU
Prerequisite: None.
The course includes the study of various aspects of coaching basketball. The emphasis of the class will be on the theory of how to organize a basketball program, individual skills and offensive and defensive play. 54 hours lecture.

PHP-29 - Soccer Theory
UC, CSU
Prerequisite: None.
This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP-30</td>
<td>First Aid and CPR</td>
<td>3</td>
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<tr>
<td>UC, CSU (CAN KINE/PE 8)</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim’s condition and incorporate proper treatment. Students who successfully pass all American Red Cross requirements will receive an American Red Cross Responding to Emergency Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. Fees for required certificates will be charged to the student and are not covered by BOGW. 54 hours lecture.</td>
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<tr>
<td>PHP-33</td>
<td>Baseball Theory</td>
<td>3</td>
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<tr>
<td>UC*, CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>The course covers various aspects of coaching baseball which include theory, philosophy, organization and structure of a program, individual skills, and offensive and defensive team play. 54 hours lecture.</td>
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<tr>
<td>PHP-34</td>
<td>Softball Theory</td>
<td>3</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>Covers various aspects of coaching softball which include theory, philosophy, organization and structure of a program, individual skills, offensive and defensive team play and digital video analysis. 54 hours lecture.</td>
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<tr>
<td>PHP-35</td>
<td>Foundation for Fitness and Wellness</td>
<td>3</td>
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<tr>
<td>CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory.</td>
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<tr>
<td>PHP-36</td>
<td>Wellness: Lifestyle Choices</td>
<td>3</td>
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<tr>
<td>CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.</td>
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<tr>
<td>PHP-38</td>
<td>Stress Management</td>
<td>3</td>
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<tr>
<td>CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<td>This course explores the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors to distress. Students are also exposed to a variety of coping mechanisms and techniques for stress management. The lab portion of this class provides students the opportunity to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.</td>
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<tr>
<td>PHP-42</td>
<td>Lifeguard and Water Safety</td>
<td>3</td>
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<tr>
<td>Instructor Certification</td>
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<tr>
<td>UC, CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>Limitation on enrollment: Retention based on demonstrated proficiency in intermediate swimming skills, surface dive test, and 500 yard swim. This course is designed to drill the competent swimmer in life saving and water safety techniques and to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional, Lifeguard Today, Community First Aid, Instructor Candidate Training and Water Safety Instructor Certificates. 36 hours lecture and 54 hours laboratory. Fees for required certificates will be charged to the student and are not covered by BOGW.</td>
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<tr>
<td>PHP-43</td>
<td>Personal Training</td>
<td>3</td>
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<tr>
<td>CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<td>This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification exams for national certifying organizations (ACE, IFPA, NCSA, etc.) 36 hours lecture and 54 hours laboratory.</td>
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<tr>
<td>PHP-44</td>
<td>Yoga Instructor Training</td>
<td>3</td>
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<td>Prerequisite: None.</td>
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<td>Advisory: Two units of PHP-A47.</td>
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<td>This course covers yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory.</td>
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<td>PHP-45</td>
<td>Group Fitness Instructor</td>
<td>3</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.</td>
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<tr>
<td>PHP-47</td>
<td>Hiking and Backpacking</td>
<td>2</td>
</tr>
<tr>
<td>UC*, CSU</td>
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<tr>
<td>Prerequisite: None.</td>
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<td>The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory.</td>
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<tr>
<td>PHP-59</td>
<td>Athletic Advisement</td>
<td>1</td>
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<tr>
<td>Prerequisite: None.</td>
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<tr>
<td>Limitation on enrollment: Recommended for first year RCC athletes. The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on COA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. 18 hours lecture.</td>
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</tbody>
</table>
PHP-200 - Physical Education Work Experience  1-2-3-4 units  
CSU*  
Prerequisite: None.  
Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.  
This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

ACTIVITY COURSES  
Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree and the Associate in Science Degree.

PHP-A03 – Adaptive Physical Education for Students  1 unit 
with a Physical Disability  
UC*, CSU  
Prerequisite: None.  
Limitation on Enrollment: Medical approval and verification of a physical disability.  
Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student’s participation in his/her environment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skills and competency development within this activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A04 – Adaptive Water Exercise  1 unit  
UC*, CSU  
Prerequisite: None.  
Limitation on Enrollment: Medical approval and verification of a physical disability.  
Provides physical education for students with a physical disability to gain increased strength, flexibility, balance, movement memory and coordination in a shallow water pool. Students will use flotation devices, strength and balance equipment in a basic movement and exercise format. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory.

PHP-A05 – Songleading and Cheerleading  2 units  
UC*, CSU  
Prerequisite: None.  
Limitation on enrollment: Retention on successful tryout.  
This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 108 hours laboratory.

PHP-A07 – Badminton  1 unit  
UC*, CSU  
Prerequisite: None.  
A badminton course designed to introduce the basic footwork, skills and strategy necessary for good badminton. Emphasis is placed on achievement, exercise and enjoyment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the badminton activity area. 54 hours laboratory.

PHP-A09 – Racquetball  1 unit  
UC*, CSU  
Prerequisite: None.  
This course is designed to introduce students to the rules and fundamental skills of racquetball. Students will also develop an understanding of basic strategy involved in racquetball and have the opportunity to participate in a class tournament. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the racquetball activity area. 54 hours laboratory.

PHP-A10 – Table Tennis, Beginning  1 unit  
UC*, CSU  
Prerequisite: None.  
This course will introduce the student to the sport of table tennis. Topics to be covered include equipment, rules and terminology, strokes, technique and strategy. Students will also develop an understanding of basic strategy involved in table tennis and have the opportunity to participate in class competitions and tournaments. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the table tennis activity area. 54 hours laboratory.

PHP-A11 – Tennis, Beginning  1 unit  
UC*, CSU  
Prerequisite: None.  
This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A12 – Tennis, Intermediate  1 unit  
UC*, CSU  
Prerequisite: None.  
Advisory: Course is designed for students with proficient skills in the basic strokes of forehand, backhand, volley and serve or for those who have completed PHP-A11.  
Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.
PHP-A13 – Tennis, Advanced 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in forehand, backhand, volley, serve, lob, overhead, and advanced singles and doubles strategy or for those who have completed PHP-A12.
This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the tennis activity area. 54 hours laboratory.

PHP-A15 – Bowling, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to develop the basic techniques of bowling. Practice drills focus on the development of an appropriate grip, the approach and ball delivery. Students have an opportunity for practicing their skills and for competition during a handicap league. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A16 – Bowling, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to give the student the opportunity to continue improving his/her timing, approach and delivery. Individual coaching is given on footwork and ball release. Different systems for spare conversions are presented and the student is given the opportunity to practice them and develop a preference. Lane conditions become a concern for the intermediate bowler. Reading oil patterns and making adjustments of feet, marks, speed of delivery and focus are emphasized. The students will participate in a handicap league. Additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A17 – Bowling, Advanced 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to assist students in perfecting approach and delivery, and mastery of spare conversion. Emphasis is on lane adjustments: marks, feet, focus, speed, lift and equipment. It affords bowlers an opportunity to practice skills with other highly skilled bowlers. Discussions on the psychology and problems involving competition help to prepare bowlers for high-level competition. The bowlers participate in singles and doubles handicap competition in class. Additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the bowling activity area. 54 hours laboratory.

PHP-A20 – Golf, Beginning 1 unit
UC*, CSU
Prerequisite: None.
Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students’ interest in the game. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

PHP-A21 – Golf, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in grip, stance, and swing or for those who have completed PHP-A20.
This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students’ skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. Enrollment is limited to four times within the golf activity area. 54 hours laboratory.

PHP-A28 – Swimming, Beginning 1 unit
UC*, CSU
Prerequisite: None.
The beginning course introduces the skills and techniques of safety in and around a body of water. Emphasis is placed on acquiring the skills necessary to swim efficiently, safely and proficiently enough to use swimming as a means of physical exercise; i.e. flexibility, endurance and strength. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming activity area. 54 hours laboratory.

PHP-A29 – Swimming, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: It is recommended that the student demonstrate a proficiency in swimming 50 yards and being able to float on the front and back or have successfully completed PHP-A28.
The intermediate course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new skills and strokes. Emphasis is placed on intermediate techniques and on diving. Endurance swimming is encouraged and the swimmer is given time to do distance swims. Recreational activities on an individual and team oriented level are encouraged. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming area. 54 hours laboratory.
PHP-A30 – Swimming, Advanced Skills and Conditioning 1 unit
UC*, CSU
Prerequisite: None.
Advisory: It is recommended that the student demonstrate a proficiency in swimming 100 yards and performing two or more swimming strokes or have successfully completed PHP-A29.
Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the swimming activity area. 54 hours laboratory.

PHP-A31 – Water Aerobics and Deep Water Exercise 1 unit
UC*, CSU
Prerequisite: None.
Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. The student will then graduate to an interval aerobic workout in a combination of shallow and deep water with the use of a flotation belt. This course is designed to introduce basic fitness concepts as well as basic movement and exercise. Subsequent enrollment in additional semester will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four units within the water aerobics activity area. 54 hours laboratory.

PHP-A32 – Running Event Techniques 1 unit
UC*, CSU
Prerequisite: None.
Beginning and advanced techniques and current methods of training for sprints, middle distance, distance and hurdle events are taught. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.

PHP-A33 – Track and Field Techniques:
  - Running Event Techniques 1 unit
  - Field Event Techniques 1 unit
UC*, CSU
Prerequisite: None.
Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.

PHP-A34 – Track and Field Techniques: 1 unit
UC*, CSU
Prerequisite: None.
Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the track and field techniques activity area. 54 hours laboratory.

PHP-A35 – Ski Conditioning 1 unit
UC*, CSU
Prerequisite: None.
This course will introduce the student to sport specific fitness as it relates to Alpine and Nordic skiing. Activities will include identification of ski-specific movements. Cardiovascular endurance, muscular strength and endurance, flexibility, power and balance will be improved through aerobic training, weight training, stretching, plyometrics and circuit training. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the ski conditioning activity area. 54 hours laboratory.

PHP-A36 – Cross Country Skiing 1 unit
UC*, CSU
Prerequisite: None.
This course is designed to allow the student to develop skills and interest in cross country skiing. Topics will include equipment and clothing selection, waxing, instruction in classical technique, skating technique and Nordic downhill. Practical application of skiing skills will take place in the field trips. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the cross country skiing activity area. 54 hours laboratory.

PHP-A40 – Karate, Beginning 1 unit
UC*, CSU
Prerequisite: None.
This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the karate activity area. 54 hours laboratory.

PHP-A41 – Karate, Intermediate 1 unit
UC*, CSU
Prerequisite: None.
Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed PHP-A40.
This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the karate activity area. 54 hours laboratory.

PHP-A42 – T’ai-chi Ch’uan, Beginning 1 unit
UC*, CSU
Prerequisite: None.
Teaches the student the first Yang Style T’ai-chi ch’uan (taijiquan) routine, section one. The first t’ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch’i kung (qigong) and Chinese therapeutic exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Enrollment is limited to four times within the T’ai-chi Ch’uan activity area. 54 hours laboratory.

PHP-A43 – T’ai-chi Ch’uan, Intermediate 1 unit
Prerequisite: PHP-A42.
A continuation of Yang Style T’ai-chi Ch’uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T’ai-chi Ch’uan (taijiquan) Long Form. Students will also learn the partner T’ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTC T’ai-chi program.
Ch’uan certification. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. Enrollment is limited to four times within the T’ai-chi Ch’uan activity area. 54 hours laboratory.

**PHP-A46 – Hatha Yoga, Beginning** 1 unit
UC*, CSU
**Prerequisite:** None.
This course offers beginning hatha yoga exercises to improve students’ physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the hatha yoga activity area. 54 hours laboratory.

**PHP-A47 – Hatha Yoga, Intermediate** 1 unit
UC*, CSU
**Prerequisite:** None.
**Advisory:** PHP-A46 is recommended.
This course offers intermediate hatha yoga exercises to improve students’ physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the hatha yoga activity area. 54 hours laboratory.

**PHP-A50 – Baseball Fundamentals, Defensive** 1 unit
UC*, CSU
**Prerequisite:** None.
This course is designed to give any interested student the opportunity to review or learn the basic defensive skills of baseball. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive baseball fundamentals activity area. 54 hours laboratory.

**PHP-A51 – Baseball Fundamentals, Offensive** 1 unit
UC*, CSU
**Prerequisite:** None.
This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive baseball fundamentals activity area. 54 hours laboratory.

**PHP-A52 – Fastpitch Fundamentals, Offensive** 1 unit
UC*, CSU
**Prerequisite:** None.
This course is designed to give any interested student the opportunity to review or learn the basic offensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the offensive fastpitch fundamentals activity area. 54 hours laboratory.

**PHP-A53 – Fastpitch Fundamentals, Defensive** 1 unit
UC*, CSU
**Prerequisite:** None.
This course is designed to give any interested student the opportunity to review or learn the basic defensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intrasquad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the defensive fastpitch fundamentals activity area. 54 hours laboratory.

**PHP-A54 – Fastpitch Softball Fundamentals** 1 unit
UC*, CSU
**Prerequisite:** None.
This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the fastpitch softball activity area. 54 hours laboratory.

**PHP-A55 – Slow Pitch Softball** 1 unit
**Prerequisite:** None.
Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A57 – Basketball** 1 unit
**Prerequisite:** None.
The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.
**PHP-A60 – Football Fundamentals, Defensive**

1 unit

UC*, CSU

Prerequisite: None.

This course provides the student an opportunity to learn general and specific individual defensive football fundamentals, techniques and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A61 – Football Fundamentals, Offensive**

1 unit

UC*, CSU

Prerequisite: None.

This course provides the student an opportunity to learn general and specific individual offensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A62 – Flag Football**

1 unit

UC*, CSU

Prerequisite: None.

The activities in this course provide for instruction in the skills, techniques, strategy, and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. This course is designed to contribute to the physical well being of all participating students. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A62A – Flag Football**

.5 unit

UC*, CSU

Prerequisite: None.

The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 27 hours laboratory.

**PHP-A63 – Ultimate Frisbee**

1 unit

Prerequisite: None.

Provides instruction in the skills, techniques, strategy, and rules of Ultimate Frisbee. The class emphasizes throwing techniques, skill improvement, and strategic team play. Students will also be exposed to a variety of Ultimate Frisbee techniques, other freestyle techniques, and distance throwing techniques. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A64 – Soccer**

1 unit

UC*, CSU

Prerequisite: None.

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

**PHP-A67 – Volleyball, Beginning**

1 unit

UC*, CSU

Prerequisite: None.

This volleyball course is designed to introduce the skills and leisure time potentials of volleyball. Emphasis is placed on the techniques, rules, and strategy of volleyball. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

**PHP-A68 – Volleyball, Intermediate**

1 unit

UC*, CSU

Prerequisite: None. Course is designed for students with proficient skills in passing, setting, hitting, serving, and the knowledge of basic volleyball rules or for those who have completed PHP-A67.

Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

**PHP-A69 – Volleyball, Advanced**

1 unit

UC*, CSU

Prerequisite: None. Course is designed for students with proficient skills in 6-2 rotations, setter positioning, quick attack, middle back defense, passing, setting, and serving or for those who have completed PHP-A68.

This course is designed to introduce advanced techniques of volleyball skills. Various team offensive systems and team defensive patterns will be taught and analyzed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the volleyball activity area. 54 hours laboratory.

**PHP-A70 – Water Polo Techniques**

1 unit

UC*, CSU

Prerequisite: None.

Advisory: It is recommended that the student demonstrate a proficiency in swimming 200 yards without stopping.

This course is designed to serve as an opportunity for students to develop fundamental skills in the sport of water polo. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program, which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of 4 times. 54 hours laboratory.

**PHP-A74 – Hiking and Backpacking Activities**

1 unit

UC*, CSU

Prerequisite: None.

Advisory: PHP-47.

This course will provide additional experience for students to study hiking and backpacking in a pleasurable and safe environment. Proper procedures, respect for the mountain environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory.
PHP-A75 – Walking for Fitness  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course will assist students in improving physical health and general well being. It is designed for men and women of all ages and is concerned with cardiovascular health, fitness, weight control. Emphasis will be in building cardiovascular efficiency and promoting weight loss through walking. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A77 – Jogging for Fitness  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course is designed to introduce basic fitness concepts to improve each individual’s physical health and general well being. The course is geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis will be on building endurance and strength through stretching, muscle strengthening and jogging for conditioning. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A78 – Long Distance Running  
1 unit  
UC*, CSU  
Prerequisite: None.  
Advisory: PHP A77.  
This course will provide general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A79 – In-Line Skating  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course is designed to teach the students the basic skills of in-line skating. Emphasis is placed on cardiovascular endurance for this lifetime fitness activity. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency as well as improvement in cardiovascular endurance. May be taken a total of four times. 54 hours laboratory.

PHP-A80 – Triathlon Techniques  
1 unit  
UC*, CSU  
Prerequisite: None.  
Advisory: PHP 8.  
Provides additional participation in the development of a multi-sport fitness program. Students will assess their personal fitness state, analyze their swimming, cycling, and running skills and develop an individual training program. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of three times. 54 hours laboratory.

PHP-A81 – Physical Fitness  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength endurance and flexibility will be developed. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A82 – Speed, Agility, and Quickness Training  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. 54 hours laboratory.

PHP-A83 – Kickboxing Aerobics  
1 unit  
UC*, CSU  
Prerequisite: None.  
Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the kickboxing unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Subsequent enrollment in additional semesters will provide the student with further development in skill competency within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A85 – Bicycling  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course will acquaint the student with bicycling safety and traffic laws, bicycles and accessories, bicycle maintenance and repair, and cycling techniques. Students will develop an appreciation of cycling as a lifetime activity and as a means of developing and maintaining muscular and aerobic fitness. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the bicycling activity area. 54 hours laboratory.

PHP-A86 – Step Aerobics  
1 unit  
UC*, CSU  
Prerequisite: None.  
This course brings together traditional resistance training and speed-specific movements. Students will participate in drills and activities that will improve muscular power in all movements, fundamentals of athleticism, running technique and body control, and first step explosiveness and balance. 54 hours laboratory.
PHP-A87 – Step Aerobics, Intermediate 1 unit
UC*, CSU
Prerequisite: None. PHP-A86 or proficient skills in step aerobics recommended.

This course will broaden students’ aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A88 – Step Aerobics, Advanced 1 unit
UC*, CSU
Prerequisite: None. PHP-A87 or proficient skills in step aerobics recommended.

For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the step aerobics activity area. Enrollment is limited to four units within the step aerobics activity area. 54 hours laboratory.

PHP-A89 – Body Sculpting 1 unit
UC*, CSU
Prerequisite: None.

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. The course may be taken four times. 54 hours laboratory.

PHP-A90 – Weight Training 1 unit
UC*, CSU
Prerequisite: None.

The weight training course is designed to teach the student the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. Enrollment is limited to four times within the weight training activity area. 54 hours laboratory.

PHP-A92 – Weight Training, Advanced 1 unit
UC*, CSU
Prerequisite: None.
Advisory: PHP-A90.

This weight training course is designed for those students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. Enrollment is limited to four times within the weight training area. 54 hours laboratory.

PHP-A94 – In-Season Varsity Sport Conditioning 1 unit
UC*, CSU
Prerequisite: None.

This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

PHP-A95 – Out-of-Season Varsity Sport Conditioning 1 unit
UC*, CSU
Prerequisite: None.

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory.

VARSITY SPORTS
Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. The varsity sports are:

PHP-V01A – Cross Country, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory.

PHP-V01B – Cross Country, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V01A.
Limitation on enrollment: Retention based on successful tryout.

This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.
PHP-V02A – Football, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in football. 180 hours laboratory.

PHP-V02B – Football, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V02A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized program of lecture, and individual and group practice sessions and video evaluation to prepare students for intercollegiate competition in football. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity to prepare him for transfer to a four year intercollegiate football program. 180 hours laboratory.

PHP-V04A – Basketball, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory.

PHP-V04B – Basketball, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V04A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. Enrollment in course B provides the student an opportunity for additional skill and competency development within the team activity. 180 hours laboratory.

PHP-V05A – Baseball, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V05B – Baseball, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V05A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V06A – Track and Field, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year track & field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory.

PHP-V06B – Track and Field, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V06A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V07A – Golf, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course will provide an opportunity for experienced golfers to improve skills, knowledge and strategy of the game in a highly organized, intense program of practice and lecture-demonstration leading to intercollegiate competition. 180 hours laboratory.

PHP-V07B – Golf, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V07A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to provide an opportunity for experienced golfers to improve skills, knowledge and strategy of the game in a highly organized, intense program of practice and lecture-demonstration leading to intercollegiate competition. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V08A – Tennis, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. 180 hours laboratory.

PHP-V08B – Tennis, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V08 A.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual match and tournament play. Emphasis is placed on advanced drills, strokes and strategy. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.
PHP-V09A – Swimming and Diving, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills necessary for the sport of competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. 180 hours laboratory.

PHP-V09B – Swimming and Diving, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V09A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year collegiate athletes to develop the skills necessary for a second season of community college competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. Enrollment in course B provides the student an opportunity for additional skill and competency development within the varsity sport. 180 hours laboratory.

PHP-V10A – Soccer, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
Designed for first year collegiate athletes, this course provides students the opportunity to practice and compete at the intercollegiate level. Athletes will be introduced to basic offensive and defensive team strategies. Drills and practice techniques will be used to develop all aspects of the game. The student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate soccer competition. 180 hours laboratory.

PHP-V10B – Soccer, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V10A.
Limitation on enrollment: Retention based on successful tryout.
Designed for second year collegiate athletes, this course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for a second season of intercollegiate varsity soccer competition. 180 hours laboratory.

PHP-V11A – Pep Squad, Varsity, Men and Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to promote the advancement of skills in conditioning, tumbling, jumping, dance, partner stunts and pyramids, which are demonstrated at college activities and athletic competitions. 180 hours laboratory.

PHP-V11B – Pep Squad, Varsity, Men and Women 2 units
UC, CSU
Prerequisite: PHP-V11A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for second year pep squad students to promote the advancement of skills in conditioning, tumbling, jumping, dance, partner stunts and pyramids, which are demonstrated at college activities and athletic competitions. Enrollment in section B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V12A – Cross Country, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. 180 hours laboratory.

PHP-V12B – Cross Country, Varsity, Women 2 units
UC, CSU
Prerequisite: PHP-V12A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V12A – Cross Country, Varsity, Men 2 units
UC, CSU
Prerequisite: PHP-V12A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year cross country runners to improve skills, knowledge, and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.

PHP-V14A – Track and Field, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. 180 hours laboratory.

PHP-V14B – Track and Field, Varsity, Women 2 units
UC, CSU
Prerequisite: PHP-V14A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Enrollment in course B provides the student an opportunity for additional skill and competency development within the sport. 180 hours laboratory.
PHP-V18A – Tennis, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual matches and tournament play. Emphasis is placed on advanced drills, conditioning, strokes and strategy. 180 hours laboratory.

PHP-V18B – Tennis, Varsity, Women 2 units
UC, CSU
Prerequisite: PHP-V18A.
Limitation on enrollment: Retention based on successful tryout.
The class is designed for collegiate athletic competition including dual matches and tournament play. Emphasis is placed on advanced drills, conditioning, strokes and strategy. Enrollment in course B provides the student an opportunity for additional skill and competency development within the activity. 180 hours laboratory.

PHP-V19A – Swimming and Diving, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills necessary for the sport of competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. 180 hours laboratory.

PHP-V19B – Swimming and Diving, Varsity, Women 2 units
UC, CSU
Prerequisite: PHP-V19A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for second year collegiate athletes to develop the skills necessary for a second season of community college competitive swimming and diving. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in swimming and diving. Enrollment in course B provides the student an opportunity for additional skill and competency development within the varsity sport. 180 hours laboratory.

PHP-V20A – Basketball, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. 180 hours laboratory.

PHP-V20B – Basketball, Varsity, Women 2 units
UC, CSU
Prerequisite: PHP-V20A.
Limitation on enrollment: Retention based on successful tryout.
This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. Enrollment in course B provides the student an opportunity for additional skill and competency development within the team activity. 180 hours laboratory.

PHP-V21A – Volleyball, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based on successful tryout.
This course is designed to serve as an opportunity for first year volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions and video evaluation to prepare students for intercollegiate competition in volleyball. 180 hours laboratory.

PHP-V21B – Fastpitch, Varsity, Women 2 units
UC, CSU
Prerequisite: PHP-V22A.
Limitation on enrollment: Retention based upon successful tryout.
This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program of lecture, drills and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V22A – Fastpitch, Varsity, Women 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based upon successful tryout.
This course is designed to serve as an opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game in a highly organized, intense program of lecture, drills and inter-squad practice leading to intercollegiate competition. 180 hours laboratory.

PHP-V22B – Fastpitch, Varsity, Men 2 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Retention based upon successful tryout and demonstrated proficiency in swimming a minimum of 400 yards without stopping.
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills in the sport of water polo. Athletes will be introduced to basic offensive and defensive team strategies. Introductory drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for community college water polo. 180 hours laboratory.
**PHP-V23B – Water Polo, Varsity, Men**  
UC, CSU  
Prerequisite: PHP-V23A.  
Limitation on enrollment: Retention based on successful tryout.  
This course is designed to serve as an opportunity for second year collegiate athletes to develop advanced skills in the sport of water polo. Athletes will be introduced to offensive and defensive team strategies. Advanced drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for a second year in intercollegiate competition in water polo. 180 hours laboratory.

**PHP-V24A – Water Polo, Varsity, Women**  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Retention based on successful tryout.  
This course is designed to serve as an opportunity for first year collegiate athletes to develop fundamental skills in the sport of water polo. Athletes will be introduced to basic offensive and defensive team strategies. Introductory drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for community college water polo. 180 hours laboratory.

**PHP-V24B – Water Polo, Varsity, Women**  
UC, CSU  
Prerequisite: PHP-V24A.  
Limitation on enrollment: Retention based on successful tryout.  
This course is designed to serve as an opportunity for second year collegiate athletes to develop advanced skills in the sport of water polo. Athletes will be introduced to advanced offensive and defensive team strategies. Advanced drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for a second year in intercollegiate competition in water polo. 180 hours laboratory.

**PHP-V25A – Soccer, Varsity, Women**  
UC, CSU  
Prerequisite: None.  
Limitation on enrollment: Retention based on successful tryout.  
Designed for first year collegiate athletes, this course provides students with advanced ball skills in soccer the opportunity to practice and compete at the intercollegiate level. Athletes will be introduced to basic offensive and defensive team strategies. Drills and practice techniques will be used to develop all aspects of the game. The student-athletes will participate in a physical conditioning program designed to prepare them for intercollegiate soccer competition. 180 hours laboratory.

**PHP-V25B – Soccer, Varsity, Women**  
UC, CSU  
Prerequisite: PHP-V25A.  
Limitation on enrollment: Retention based on successful tryout.  
Designed for second year collegiate athletes, this course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for a second season of intercollegiate varsity soccer competition. 180 hours laboratory.

**PHYSICAL SCIENCE**

**PHS-1 - Introduction to Physical Science**  
UC*, CSU  
Prerequisite: None.  
Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

**PHS-5 - Weather and Climate**  
(Same as GEG-5)  
UC, CSU  
Prerequisite: None.  
Provides an introduction to Earth’s atmosphere. Topics include: atmosphere structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds, air masses and fronts, cycles, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

**PHYSICIAN ASSISTANT**

**PHT-1 - Applied Clinical Skills**  
CSU  
Prerequisite: None.  
Limitation on enrollment: Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student will learn basic clinical skills applicable to the clinical environment including interpretation and theory of body fluids and tissue and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. 27 hours lecture and 27 hours laboratory.

**PHT-2 - Medical Science 1**  
CSU  
Prerequisite: None.  
Limitation on enrollment: Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the systematic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. 108 hours lecture.
PHT-3 - History and Physical Assessment I 4 units CSU  
**Prerequisite:** None.  
**Corequisite:** PHT-2  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in the PHT-2 Medical Science I course. 54 hours lecture and 54 hours laboratory.

PHT-4 - Applied Clinical Skills II 3 units CSU  
**Prerequisite:** None.  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the basic skills and concepts electrocardiography radiology. Total of 54 hours lecture and 18 hours laboratory.

PHT-5 - Medical Science II 6 units CSU  
**Prerequisite:** PHT-2.  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to the continuation of systemic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury. 108 hours lecture.

PHT-6 - History and Physical Assessment II 4 units CSU  
**Prerequisite:** Completion of all first semester courses.  
**Corequisite:** Concurrent enrollment in PHT-5.  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements of an approved Physician Assistant program. The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be on a normal history, physical and neurological exam and progressive case studies will correlate with the clinical symptoms covered in PHT-5. The student will also learn how to perform an obstetric and gynecological exam and examination of the male genitalia and prostate using patient simulations and patient models. Includes practical experiences of history taking and physical assessment supervised by individual preceptors. 54 hours lecture and 54 hours laboratory.

PHT-7 - Medical Pharmacology 4 units CSU  
**Prerequisite:** Completion of all first semester courses.  
**Corequisite:** Concurrent enrollment in PHT-4, 5, and 6.  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the basic principles of pharmacology including pharmacokinetiks, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. 72 hours lecture.

PHT-8 - Applied Clinical Skills III 3 units CSU  
**Prerequisite:** Completion of all first and second semester courses including PHT-1 and 4.  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. A continuation of the basic clinical skills applicable to the clinical environment to include the techniques involved in venipuncture, injections, intravenous procedures, CPR, laryngoscopy and intubation, casting and suturing skills. 50 hours lecture and 20 hours laboratory.

PHT-9 - Medical Science III 6 units CSU  
**Prerequisite:** PHT-5  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to a continuation of the systemic approach to the theory of clinical medicine including the pathophysiology of human disease, illness and injury in pediatrics, surgery and obstetrics/gynecology. 120 hours lecture.

PHT-10 - Clinical Nutrition 3 units CSU  
**Prerequisite:** None.  
**Limitation on enrollment:** Acceptance into the Physician Assistant Program.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the science of nutrition as it relates to good health, health promotion, disease prevention, the diagnosis, assessment and treatment of the nutritional aspects of acute and chronic illnesses. 54 hours lecture.

PHT-11 - Internal Medicine I 6 units CSU  
**Prerequisite:** Advanced standing in the Physician Assistant Program including completion of all first year courses.  
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Medicine where, under supervision, they participate in a wide variety of patient care activities including rotation through Intensive and Coronary Care Units and the Emergency Room. Students are assigned patients for medical history, physical examination, diagnostic testing and patient management. They attend daily grand rounds and special conference with participation in the elucidation of diagnosis and the formulation of therapeutic plans. 336 hours laboratory.
PHT-12 - Internal Medicine II 6 units
CSU
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Internal Medicine Internship with the Department of Medicine. 336 hours laboratory.

PHT-13 - Surgery I 4 units
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities related to surgery, medical history review, physical examination, diagnostic testing and, within limitations imposed by education and previous experience, patient management and supportive involvement in major and minor surgical procedures. Daily grand rounds and special conferences are held where possible in the pre-operative assessment and post-surgical care of patients and performance of surgical procedures. Includes rotations through the Burn and Trauma Units and Emergency Room. May be taken a total of two times. 224 hours laboratory.

PHT-14 - Surgery II 6 units
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Surgery Internship with the Department of Orthopedic Surgery. 336 hours laboratory.

PHT-15 - Pediatrics 6 units
CSU
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Pediatrics where they, under supervision, participate in a wide variety of patient care activities in the outpatient clinics, the Emergency Room and pediatric inpatient services. They are assigned patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role in the patient’s therapeutic management. They also attend daily grand rounds and special conferences with participation on discussion of diagnostic problems and formulation of patient management plans. 336 hours laboratory.

PHT-16 - Obstetrics/Gynecology 6 units
CSU
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Obstetrics and Gynecology where, under supervision, they participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Students are assigned to patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. They also attend daily grand rounds and special conferences with participation in the discussion of diagnostic problems and patient management plans. 336 hours laboratory.

PHT-17 - Family Practice 6 units
CSU
Prerequisite: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Practice where, under supervision, they participate in a variety of patient care activities. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend daily grand rounds and special conferences with participating, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. 336 hours laboratory.

PHT-18 - Psychiatry/Mental Health 4 units
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Psychiatry and Mental Health where under supervision, they participate in a variety of patient care activities. Students perform psychiatric history and mental status examinations and participate and understand the basics for therapeutics. They attend daily grand rounds, and special conferences participating where possible, in the discussion of diagnostic problems and formulation of therapeutic plans. 224 hours laboratory.

PHT-19 – Emergency Medicine 4 units
CSU
Prerequisite: None.
Limitation on enrollment: Advanced standing in the Physician Assistant Program including completion of all first year courses.
This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Emergency Medicine where under supervision they participate in a variety of patient care activities related to emergency medicine. May be taken a total of two times. 224 hours laboratory.

PH-2A - General Physics, I 4 units
UC*, CSU (CAN PHYS 2)
(PHY 2A + 2B = CAN PHYS SEQ A)
Prerequisite: Completion of or concurrent enrollment in MAT-1A.
Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of mechanics, including Newton’s laws, energy, momentum and rotational motion; study of fluid mechanics; study of thermodynamics, including heat, temperature, kinetic theory of gases, and the laws of thermodynamics; study of oscillatory motion. 54 hours lecture and 54 hours laboratory.
PHY-2B - General Physics, II  4 units
UC*, CSU (CAN PHYS 4)   
(PHY 2A + 2B = CAN PHYS SEQ A)
Prerequisite: PHY-2A.
Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: study of wave motion, including Doppler effect for sound waves; study of electricity and magnetism, including electric field and potential, Gauss’ Law, current and DC circuits, capacitance and inductance, Faraday’s Law; study of light including electromagnetic waves, reflection, refraction and diffraction; study of modern physics, including special relativity, quantum, atomic and nuclear physics. 54 hours lecture and 54 hours laboratory.

Credit for this course can also be earned by achieving a score of 3 or better on Category B of the Advanced Placement Test.

PHY-4A - Mechanics  4 units
UC*, CSU (CAN PHYS 8)
(PHY 4A+4B+4C+4D = CAN PHYS SEQ C)
Prerequisite: None.
Corequisite: MAT-1A.
Examines elementary mechanics, vectors, motion, particle dynamics, work and energy, conservation of energy and momentum, rotation, oscillations, gravitation, and fluid dynamics. 54 hours lecture and 54 hours laboratory.

PHY-4B - Electricity and Magnetism  4 units
UC*, CSU (CAN PHYS 12)
(PHY 4A+4B+4C+4D = CAN PHYS SEQ C)
Prerequisite: PHY-4A.
Corequisite: MAT-1B.
Electrostatics, conductors and currents, electric and magnetic fields, electromagnetic induction, Maxwell’s equations, and waves and oscillations. 54 hours lecture and 54 hours laboratory.

PHY-4C - Heat, Light and Waves  4 units
UC*, CSU; PHY 4A+4B+4C+4D = (CAN PHYS SEQ C)
(CAN PHYS 14)
Prerequisite: PHY-4A.
Corequisite: MAT-1B.
Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-4D - Modern Physics  4 units
UC, CSU; (4A+4B+4C+4D = (CAN PHYS SEQ C)
(CAN PHYS 16)
Prerequisite: None.
Corequisite: PHY-4C.
Relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to examples including the one-electron atom. 72 hours lecture.

PHY-10 - Introductory General Physics  3 units
UC*, CSU
Prerequisite: MAT-52.
A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture.
POL-3 - Introduction to Politics 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for ENG-1A.  
An introduction to the major concepts, theories, and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, and Political Theory. 54 hours lecture.

POL-4 - Introduction to World Politics 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for ENG-1A.  
A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-4H – Honors Introduction to World Politics 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for ENG-1A.  
A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers and enriched experience for accelerated students by means of limited class size, seminar format, student-generated and –led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5 - The Law and Politics 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for English 1A.  
The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-6 - Introduction to Political Economy 3 units  
(Same as ECO-6)  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for ENG-1A.  
This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

POL-7ABCD - Current Political Issues 3 units  
CSU  
Prerequisite: None. Sections may be taken in any sequence.  
Advisory: Qualification for ENG-1A.  
Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

POL-8 - Introduction to Public Administration and Policy Development 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for English 1A.  
This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

POL-10ABCD - International Organizations 3 units  
CSU  
Prerequisite: None.  
Advisory: Qualification for English 1A.  
The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture.

POL-11 - Political Theory 3 units  
UC, CSU  
Prerequisite: None.  
Advisory: Qualification for ENG-1A.  
This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

POL-12 - State and Local Politics 3 units  
CSU  
Prerequisite: None.  
Advisory: Qualification for ENG-1A.  
The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in the U.S., with emphasis on California politics. Current political issues such as urban development, fiscal policies, race, gender and class politics, state and local political leaders, civil rights and civil liberties will be discussed. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSY-1 - General Psychology</td>
<td>3 units</td>
<td>UC, CSU (CAN PSY 2)</td>
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<tr>
<td>PSY-2 - Physiological Psychology</td>
<td>3 units</td>
<td>UC, CSU (CAN PSY 10)</td>
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<td>POR-1 – Portuguese 1</td>
<td>5 units</td>
<td>UC, CSU</td>
</tr>
<tr>
<td>POR-2 – Portuguese 2</td>
<td>5 units</td>
<td>UC, CSU</td>
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<td>PSY-9 - Developmental Psychology</td>
<td>3 units</td>
<td>UC, CSU</td>
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<tr>
<td>PSY-33 - Theories of Personality</td>
<td>3 units</td>
<td>UC, CSU</td>
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<td>PSY-35 - Abnormal Psychology</td>
<td>3 units</td>
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<tr>
<td>REA-2 - Rapid Reading</td>
<td>2 units</td>
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<tr>
<td>REA-3 - Reading for Academic Success</td>
<td>3 units</td>
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<tr>
<td>REA-66 - Reading</td>
<td>2 units</td>
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**Prerequisite:** None.

**Advisory:** Qualification for ENG-1A recommended.

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The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since World War II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, global economic and political interdependence. 54 hours lecture.

This course will examine the process of decision making in the public arena of local, state, and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required.

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese at the beginning level. This course includes an expanded discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory.

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. Total of 54 hours lecture. (Letter grade/CR-NC option.)

Emphasis is on literacy and special interest remedial and developmental reading. Explains approaches to tutoring reading. Examines the attitudes and frames of reference necessary for effective tutoring. Participants learn from specific techniques to tutor persons in the Reading discipline. Students will spend one hour per week in class and three hours per week in the Writing and Reading Center tutoring remedial and developmental reading students. May be taken a total of two times. 18 hours lecture and 54 hours laboratory. (Non-Degree Credit Course. Letter grade/CR-NC option)
REA-81 - Reading, Level I 3.5 units
Prerequisite: None.
Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course.)

REA-82 - Reading, Level II 3.5 units
Prerequisite: REA-81 or qualifying preparation score.
Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture and 36 hours laboratory. (Non-degree credit course.)

REA-83 - Reading, Level III 3 units
Prerequisite: REA-82 or ESL-73 or qualifying preparation score.
Intended for students who experience moderate difficulty in reading college-level materials. Instruction in reading skills at a more advanced level than those covered in REA-82. Subsequent enrollment in an additional semester will provide the student an opportunity for additional skills and competency development within the subject matter. May be taken a total of two times. 54 hours lecture. (Non-degree credit course. Letter grade/CR-NC option.)

REA-86 – Reading Strategies for Textbooks 1 unit
Prerequisite: None.
This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Credit/No Credit)

REA-87 - Reading Tutorial .5 unit
Prerequisite: None.
This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Non-degree credit course. CR-NC only.)

REA-95 - Special Topics in Reading .5 unit
Prerequisite: None.
Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. Subsequent enrollment in the course will provide the student with additional practice and further opportunities for skill and competency development within the subject matter. May be taken a total of four times. 9 hours lecture. (Non-degree credit course. CR-NC only.)

REA-96 – Reading and Writing Center Practicum .5 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center’s resources. May be taken a total of eight times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

REA-97 – Reading and Writing Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center’s resources. May be taken a total of four times. 54 hours laboratory required for credit. (Non-Degree Credit Course. CR-NC only)

REA-98 – Reading and Writing Center Practicum 1 unit
Prerequisite: None.
Corequisite: Concurrent enrollment in any English, ESL, reading or speech communication course.
Reading and Writing Center access for students who feel they will benefit from use of the Reading and Writing Center’s resources. May be taken a total of four times. 27 hours laboratory required for credit. (Non-degree credit course. CR-NC only)

REAL ESTATE

RLE-80 - Real Estate Principles 3 units
CSU
Prerequisite: None.
The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

RLE-81 - Real Estate Practices 3 units
CSU
Prerequisite: None.
Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state’s educational requirements for the brokers examination. 54 hours lecture.

RLE-82 - Legal Aspects of Real Estate 3 units
CSU
Prerequisite: None.
California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

RLE-83 - Real Estate Finance 3 units
CSU
Prerequisite: None.
Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84 - Real Estate Appraisal 3 units
CSU
Prerequisite: None.
Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.
RUS-1 - Russian 1 5 units
UC*, CSU (CAN RUSS-2)
(RUS 1 + 2 = CAN RUSS SEQ A)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. This course includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-2 - Russian 2 5 units
UC, CSU (CAN RUSS-4)
(RUS 1 + 2 = CAN RUSS SEQ A)
Prerequisite: RUS-1.
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. This course includes expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-3 - Russian 3 5 units
UC, CSU
Prerequisite: RUS-2.
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. This course includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory.

RUS-4 - Introduction to Human Services 3 units
(Can be taken with RUS-3 and RUS-2 for RUS-1)
UC, CSU
Prerequisite: None.
This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

RUS-5 - Introduction to Evaluation and Counseling 3 units
(Can be taken with RUS-3 and RUS-2 for RUS-1)
UC, CSU
Prerequisite: None.
This is an introductory course for students interested in a career in evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.
SOC-6 - Introduction to Case Management  
(Same as HMS-6)  
CSU  
Prerequisite: None.  
This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

SOC-7 - Introduction to Psychosocial Rehabilitation  
(Same as HMS-7)  
CSU  
Prerequisite: None.  
An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

SOC-8 - Introduction to Group Process  
(Same as HMS-8)  
CSU  
Prerequisite: None.  
An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

SOC-10 - Race and Ethnic Relations  
UC, CSU  
Prerequisite: None.  
An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

SOC-11 - Introduction to the Sociology of Health and Medicine  
UC, CSU  
Prerequisite: None.  
An introduction to the basic sociological concepts and ideas related to the study of health and medicine in the United States. Special emphasis is placed on comprehensive understanding of the relationship between social factors and health and the development of medical sociology, and in-depth understanding of the identification and interrelatedness of the practitioners and other principles involved in the health care delivery system. 54 hours lecture.

SOC-12 - Marriage and Family Relations  
UC, CSU (CAN FCS 12)  
Prerequisite: None.  
Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

SOC-13 - Employment Support Strategies  
(Same as HMS-13)  
CSU  
Prerequisite: None.  
An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

SOC-14 - Job Development  
(Same as HMS-14)  
CSU  
Prerequisite: None.  
An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

SOC-15 - Women in American Society  
UC, CSU  
Prerequisite: None.  
The role of American women emphasizing the social implications of the women’s movement and including the historical, political and economic roots of women’s problems. 54 hours lecture.

SOC-16 - Public Assistance and Benefits  
(Same as HMS-16)  
CSU  
Prerequisite: None.  
A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

SOC-17 - Introduction to Social Gerontology  
UC, CSU  
Prerequisite: None.  
An introduction to the basic sociological concepts and ideas related to the study of aging and the aged in the United States. Special emphasis is placed on comprehensive understanding of the relationship between social factors and aging, the historical development of the major trends in the field of social gerontology, aging and the aged in cross-cultural comparison, in-depth understanding of the critical life issues and transitions facing the aged and those who live and work with the older segment of the population. 54 hours lecture.
SOC-20 - Introduction to Criminology 3 units
UC, CSU
Prerequisite: None.
An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-22 - American Deaf Culture 3 units
(Same as AML-22)
CSU
Prerequisite: None.
An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

SOC-30 - Introduction to Formal Organizations 3 units
CSU
Prerequisite: None.
An introduction to the study of formal organizations. A review of the theoretical explanations of social organization, the structural features of social organization, and the relationship between social organization and the larger society including organizational pathology and effectiveness. 54 hours lecture.

SOC-35 - Sociology of the Black Community 3 units
UC, CSU
Prerequisite: None.
Identification and analysis of the sociology of Black people in today’s society. 54 hours lecture.

SOC-42 – Introduction to Urban Sociology 3 units
UC, CSU
Prerequisite: None.
The influence of urban life in our society has to be recognized as a focus for understanding our current society. The emphasis of this course content is to focus on the characteristics of the modern urban communities within the United States. The areas addressed: recurrent ecological and social patterns, dynamic relationships, examination of institutions, urban problems, problems which give rise to new problems, actual and proposed methods of urban planning and control, and the ever changing racial, ethnic, economic relationships. 54 hours lecture.

SOC-45 - Childhood and Culture 3 units
CSU
Prerequisite: None.
The cultural impact of child rearing on the development, personality and behavior of a child. How this culture effects motivation, goals and probability of success in society. 54 hours lecture.

SOC-49 – Introduction to Research Methodology 5 units
UC, CSU
Prerequisite: None.
This introductory course to research methodology is organized around three principles: understanding the theoretical principles of scientific research, seeing how those principles were reflected in the established techniques of doing research, and being prepared to make appropriate compromises whenever field conditions do not permit the routine application of established techniques. Discussion of the types of methodology, computer technology, ethics and constraints of entering data into computer programs are emphasized. The structure of the course is designed to underscore the understanding of the appropriateness and the range of research methodology within the social sciences. 72 hours lecture and 54 hours laboratory.

SPANISH

SPA-1 - Spanish 1 5 units
UC*, CSU (CAN SPAN 2)
(SPA 1 + 2 = CAN SPAN SEQ A)
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

SPA-1A - Spanish 1A 2.5 units
UC*, CSU
Prerequisite: None.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. 54 hours lecture and 9 hours laboratory.

SPA-1B - Spanish 1B 2.5 units
UC*, CSU
Prerequisite: SPA-1A.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. 54 hours lecture and 9 hours laboratory.

SPA-1H – Honors Spanish 1 5 units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Honors Program.
This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted
Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory.

SPA-2 - Spanish 2  
5 units  
UC*, CSU (CAN SPAN 4)  
(SPA 1 + 2 = CAN SPAN SEQ A)  
Prerequisite: SPA-1 or 1B.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.

SPA-2H – Honors Spanish 2  
5 units  
UC, CSU  
Prerequisite: SPA-1 or SPA-1B.  
Limitation on enrollment: Enrollment in the Honors Program.  
Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.

SPA-3 - Spanish 3  
5 units  
UC*, CSU (CAN SPAN 8)  
SPA 3+4 = (CAN SPAN SEQ B)  
Prerequisite: SPA-2 or 2B.  
Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory.

SPA-3N - Spanish for Spanish Speakers  
5 units  
UC*, CSU  
Prerequisite: None.  
Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory.

SPA-4 - Spanish 4  
UC, CSU (CAN SPAN 10)  
SPA 3+4 = (CAN SPAN SEQ B)  
Prerequisite: SPA-3 or 3N.  
Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in Spanish as a means of enhancing basic Spanish language skills. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory.

SPA-8 - Intermediate Conversation  
3 units  
UC, CSU  
Prerequisite: SPA-2.  
Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. May be taken a total of four times. 54 hours lecture.

SPA-11 - Spanish Culture and Civilization  
3 units  
UC, CSU  
Prerequisite: None.  
Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture.

SPA-12 - Latin American Culture and Civilization  
3 units  
UC, CSU  
Prerequisite: None.  
Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture.

SPA-51 - Introductory Listening Comprehension I  
2 units  
Prerequisite: None.  
This telecourse concentrates on developing basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.

SPA-52 - Introductory Listening Comprehension II  
2 units  
Prerequisite: SPA-51 or 1.  
This telecourse continues the development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis is placed on acquisition of strategies for coping with imperfect comprehension. This course includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. The Listening Comprehension Series, SPA-51, 52 and 53, may be taken independently or as supplements to SPA-1, 2 and 3. 36 hours lecture.
SPA-53 - Intermediate Listening Comprehension I 2 units  
Prerequisite: SPA-52 or 2.
This telecourse begins the development of intermediate skills in
listening to and understanding native spoken Spanish at the elementary
level. Emphasis is placed on the acquisition of strategies for coping
with imperfect comprehension. This course includes an expanded
introduction to the multiplicity of Hispanic society and culture in
on-location scenes. The Listening Comprehension Series, SPA-51,
52 and 53, may be taken independently or as supplements to SPA-1,
2 and 3. 36 hours lecture.

SPA-85 – Writing Clinic .5 unit  
Prerequisite: None.
Intended for students of Spanish who want or need additional or
supplemental instruction in various areas of grammar, punctuation,
vocabulary, orthography and composition. This course is a 27 hour
lab that is self-paced, open-entry/open-exit, and has no traditional
lecture-based component. Instead, it requires students to do the
majority of their coursework independently. Students will meet with
their instructor in the language lab for the pre-test and post-test and
as needed for one-on-one instruction or small group study for the
duration of the students’ enrollment in the module. Credit/No credit
only. 27 hours laboratory.

SPA-96 - Practicum in Spanish .5 unit  
Prerequisite: None.
Self-paced, competency based skills development in Spanish. Computer
instruction is given on an individualized basis using personal consultation
with the student. May be taken a total of four times. 27 hours laboratory
is required for credit. (Non-degree credit course. CR-NC only.)

SPA-97 – Practicum in Spanish 1 unit  
Prerequisite: None.
Self-paced, competency based skills development in Spanish. Computer
instruction is given on an individualized basis using personal consultation
with the student. May be taken a total of four times. 54 hours laboratory
is required for credit. (Non-degree credit course. CR-NC only.)

**SPEECH COMMUNICATION**

SPE-1 - Public Speaking 3 units  
UC, CSU (CAN SPCH 4)  
Prerequisite: None.
Advisory: SPE-51 or SPE-52 or qualification for ENG-IA.
Prepares students to compose (develop outlines and research) and
present a minimum of four speeches, including informative and
persuasive presentations in front of a live audience. Emphasis
will include: different purposes of speaking, types of speeches and
organizational patterns, topic choice and audience adaptation, rhetorical
principles, development and support of sound reasoning and argument,
theories of persuasion, application of ethics in public speaking,
listening skills, and theory and principles of effective delivery. Students
will speak formally for a minimum of 20 total semester minutes. 54
hours lecture.

SPE-1H - Honors Public Speaking 3 units  
UC, CSU  
Prerequisite: None.
Advisory: SPE-51 or SPE-52 or qualification for ENG-IA.
Limitation on enrollment: Enrollment in the Honor’s Program.
Prepares students to compose (develop outlines and research) and
present a minimum of six speeches, including informative and
persuasive presentations in front of a live audience. Emphasis will
include the enhanced exploration of: different purposes of speaking,
types of speeches and organizational patterns, topic choice and
audience adaptation, rhetorical principles, development and support
of sound reasoning and argument, theories of persuasion, application
of ethics in public speaking, listening skills, and theory and principles
of effective delivery. Students will speak formally for a minimum of
30 total semester minutes. Students may not receive credit for both
SPE-1 and SPE-1H. 54 hours lecture.

SPE-2 - Persuasion in Rhetorical Perspective 3 units  
UC, CSU  
Prerequisite: SPE-1.
Develops persuasion from a rhetorical perspective with emphasis
on the Ciceronian Canons of Rhetoric and the Aristotelian forms
of proof: ethos, pathos, and logos. Includes practical application of
these rhetorical theories in understanding and analyzing classical,
past renaissance, and contemporary public address. Also incorporates
presentation on persuasive issues, rhetorical analyses, and role play.
Students will deliver a minimum of three oral presentations. 54 hours
lecture.

SPE-3A - Argumentation and Debate 3 units  
UC*, CSU (CAN SPCH 6)  
Prerequisite: None.
Advisory: SPE-51 or 52 or qualification for ENG-IA.
Fundamentals of argumentation and debate: research, logical
analysis, case construction, refutation/rebuttal basics and persuasive
presentations, including cross examination debate. Emphasis is placed
on the application of logic to problems in contemporary society and will
also include focus on rhetorical principles, types of persuasive speeches
and organizational patterns, development and support of sound
reasoning and argument, theories of persuasion and debate, application
of ethics in public speaking, listening skills, research methods, theory
and principles of effective delivery. 54 hours lecture.

SPE-5 - The Deliberative Process 3 units  
CSU  
Prerequisite: None.
The nature and function of deliberative speaking in public meetings
and parliamentary bodies. Rules of parliamentary speaking. Critical
analysis of speaking and parliamentary discussion on contemporary
public issues. 54 hours lecture.

SPE-6 - Dynamics of Small Group Communication 3 units  
UC, CSU (CAN SPCH 10)  
Prerequisite: None.
Advisory: SPE-51 or 52 or qualification for ENG-IA.
Provides an introduction to the dynamics of communication in task-
oriented small groups. Develops student competence and confidence
as a group member and leader. Practical experience and theoretical
knowledge of group development, problem-solving, decision-making,
discussion, interaction and presentation. Oral group presentations
required. 54 hours lecture. (C/N, letter grade option)
SPE-7 - Oral Interpretation in Literature 3 units
UC, CSU
Prerequisite: None.
A course in the oral reading of prose, poetry and drama. Principles and techniques of interpreting the printed page are related to effective audience communication. This course provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression, and improved speaking ability. 54 hours lecture.

SPE-9 - Interpersonal Communication 3 units
CSU (CAN SPCH 8)
Prerequisite: None.
Advisory: SPE-52 or qualification for ENG-1A.
Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture.

SPE-9H – Honors Interpersonal Communication 3 units
Prerequisite: None.
Advisory: SPE-52 or qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors Program.
Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both SPE-9 and SPE-9H.
54 hours lecture.

SPE-10A - Forensic Activity: Competition and Event Preparation 1 unit
CSU
Prerequisite: None.
Advisory: SPE-51, SPE-52, or qualification for ENG-1A.
Lecture/Lab focusing on preparation for and participation in intercollegiate speech tournaments and public community programs. Develops student competence and confidence in effective oral communication across a variety limited preparation and debate events. Emphasis placed on events selected from the following: extemporaneous, impromptu, and competitive debate formats (Parliamentary, Lincoln Douglas, and Policy), persuasion, informative, communication analysis, cultural artifact, and speech to entertain/after dinner speaking, reader's theater, duo interpretation, dramatic interpretation, programmed oral interpretation, poetry interpretation, and prose interpretation. Guiding/coaching students in researching, writing, editing, and practicing delivery of student prepared speeches. Competition in limited preparation and debate speech events in an intercollegiate atmosphere. May be taken a total of four times. 9 hours lecture and 27 hours laboratory.

SPE-10B - Forensic Activity: Expanded Competition and Event Preparation 2 units
CSU
Prerequisite: None.
Advisory: SPE-51, SPE-52, or qualification for ENG-1A.
Lecture/Lab focusing on preparation for and participation in intercollegiate speech tournaments and public community programs. Develops student competence and confidence in effective oral communication across a variety limited preparation and debate events.
SPE-51 - Introduction to Public Speaking  
Prerequisite: None.  
Advisory: ESL-55 or qualification for ENG-50.  
A pre-collegiate introduction to basic public speaking in preparation for Speech Communication 1. Attention to development and organization of ideas within various speech genres/types, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 54 hours lecture.

SPE-52 - Introductory Survey of Speech Communication  
Prerequisite: None.  
Advisory: ESL-55 or qualification for ENG-50.  
A pre-collegiate introduction to interpersonal, small group and public communication. Attention is given to basic skills of two-person communication, group dynamics, and public speaking with emphasis on listening, conflict resolution, and reducing speech anxiety. 54 hours lecture.

SUPERVISION

TELECOMMUNICATIONS

TEL-11 - Sound Recording and Reinforcement Techniques  
(3 units)  
(Same as MUS-11)  
CSU  
Prerequisite: None.  
Introduction to and practical experience in sound recording and reinforcement techniques and their applications through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands-on practice and experience. Students work with others in theater, television and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-12 - History of American Film  
(3 units)  
UC, CSU  
Prerequisite: None.  
This course examines the historical development of film from the perspective of technology, and the arts and sciences of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, threaded and open-ended discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

TEL-38 – Telecommunications Production Project  
(3 units)  
CSU  
Prerequisite: TEL-42, 43, 44, 45, 48, 64, 66 or 71.  
Supervised production of a designated telecommunications project in television, film or audio recording. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. May be taken a total of four times. 18 hours lecture and 108 hours laboratory.

TEL-41 - Introduction to Telecommunication  
(3 units)  
UC*, CSU  
Prerequisite: None.  
A survey of electronic media including the history and development of mass media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological and economic implications on society. 54 hours lecture.

TEL-42 - Writing for Broadcast Television and Radio  
(3 units)  
CSU  
Prerequisite: None.  
The theory and practice of short-form writing for broadcast television and radio. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content, forms of scripts for news, commercials and public service announcements. May be taken a total of 3 times. 45 hours lecture and 27 hours laboratory.

TEL-43 - Television Studio and Equipment  
(3 units)  
CSU  
Prerequisite: None.  
Introduction to use of cameras, recorders, editors and control room and related areas. Work will include theories and practices, terminology and operation of all television production job categories. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-44 - Television Production  
(3.5 units)  
CSU  
Prerequisite: None.  
Basic principles of television production including operation of equipment, program development and live-to-tape production. Students will produce, direct, and crew a variety of projects, including interviews, commercials, entertainment and instructional programs. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

TEL-45 – Television News Production  
(3.5 units)  
(Same as JOU-45)  
CSU  
Prerequisite: None.  
Corequisite: TEL-51.  
Advisory: JOU-1 or ENG-1A.  
An entry-level course in television news gathering and television news production for cablecast. Includes principles of journalism and journalistic ethics as well as the practice of television news gathering and in-studio live-to-tape production. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. Enrollment in subsequent sections will allow students to develop additional skill and competency with the subject matter. May be taken a total of four times. 36 hours lecture and 81 hours laboratory.

TEL-46 - Editing for Television  
(3 units)  
CSU  
Prerequisite: None.  
A course in post-production practices and procedures for television with emphasis on off-line and on-line editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. May be taken a total of three times. 35 hours lecture and 85 hours laboratory.
TEL-48 – Short Film Production 3 units

CSU

Prerequisite: None.

Introduction to the filmmaking process; includes practical experience in production planning, filming and post-production. Emphasis on the techniques of motion picture photography and the operation of 16mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. May be taken a total of 4 times. 36 hours lecture and 54 hours laboratory.

TEL-51 - Telecommunications Laboratory 1 unit

CSU

Prerequisite: None.

Advisory: Completion of or concurrent enrollment in TEL/MUS-11, TEL-42, 43, 44 or TEL/JOU-45 recommended.

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 54 hours laboratory.

TEL-52 - Telecommunications Laboratory 2 units

CSU

Prerequisite: None.

Advisory: Completion of or concurrent enrollment in TEL/MUS-11, TEL-42, 43, 44 or TEL/JOU-45 recommended.

Supervised laboratory work on television production and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television and film production. May be taken a total of four times. 108 hours laboratory.

TEL-53 - Telecommunications Laboratory 3 units

CSU

Prerequisite: TEL-42, 43, 44, TEL/JOU-45, TEL-11 or 64.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in professional internships and project studies in the area of television, audio recording and film production. May be taken a total of four times. 162 hours laboratory.

TEL-60 - Overview of Digital Media 3 units

CSU

Prerequisite: None.

Introduction to the digital media/multimedia industry including history, professions and application of interactive multimedia in business, education and entertainment. Students will benefit from extensive demonstration of effective interactive design products in a variety of digital formats including, but not limited to, CD-ROM, Web pages, computer based training and interactive games. Emphasis on the development of critical analysis of design elements and practical application of design principles. 54 hours lecture.

TEL-63 – Multimedia Sound Design Techniques 3 units

CSU

Prerequisite: None.

An introduction to the techniques and equipment used to record sound tracks for multimedia applications. Students will use virtual workstations to select the appropriate method for engineering and recording a broad range of sound, including music and special effects. Emphasis on small group lecture and demonstration with hands-on practice and experience. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

TEL-64 – Digital Editing Principles and Techniques 3 units

CSU

Prerequisite: None.

A course in post-production video editing concepts and techniques in a non-linear computer-based editing environment. Course is designed to teach the aesthetics as well as techniques of the edit utilizing industry-recognized software. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-65 – The Director’s Art in Filmmaking 3 units

UC, CSU Prerequisite: None.

Analysis and exploration of the principles of film aesthetics with emphasis on the director's role in influencing and creating a film. The course covers the basic steps of film directing and explores the classic opposition between expressionist and realistic film styles. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic films and the styles of five great directors: Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. May be taken a total of three times. 54 hours lecture.

TEL-66 – Advanced Digital Editing Concepts 3 units

CSU

Prerequisite: TEL-64.

Advanced concepts in digital video editing using Final Cut Pro and various multimedia production software programs. Emphasis will be placed on importing multimedia files, special effects, titling, graphics and chroma key. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-67 – Introduction to Video Production 2 units

CSU

Prerequisite: None.

An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. May be taken a total of two times. 27 hours lecture and 27 hours laboratory.

TEL-68 – Story Development Process in the 3 units

Entertainment Industry

CSU

Prerequisite: None.

An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, and the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture.

TEL-69 – Script Supervising for Film and Television 3 units

CSU

Prerequisite: None.

Introduction to the theory and practice of script supervising for film and television production. Includes techniques of continuity, timing, script breakdown, edit logs and editing notes for feature films, television shows, commercials, shorts, infomercials and documentaries. May be taken a total of 3 times. 45 hours lecture and 27 hours of laboratory.
TEL-70 – Scriptwriting Software Using Final Draft 1 unit

Prerequisite: None.

Skill development in the use of scriptwriting software, Final Draft and Final Draft AV for television, film, audiovisual, and stage production. Includes introduction to the structure and key elements of script formats used in television, film, stage, documentary and audiovisual production. May be taken a total of 2 times. 18 hours lecture.

TEL-71 – Sound Engineering for Audio in Media 3 units

Prerequisite: None.

Introduction to sound engineering techniques used to record and reinforce audio in television, radio, theatre, multimedia and music; emphasis on small-group lecture and demonstration with hands-on practice and experience in the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Students work with others in theater, television, digital media and music to record and reinforce audio in a variety of settings. Subsequent enrollment will provide an opportunity for additional skills and competency within the subject area. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

TEL-200 – Telecommunications 1-2-3-4 units

Work Experience

Prerequisite: None.

Limitation on Enrollment: Students must be enrolled in at least 7 units of instruction including the Work Experience class units.

This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

THEATER ARTS

THE-2 - Play Practicum-Special Projects Laboratory I 1 unit

Prerequisite: None.

Advisory: Acting and production skills desirable.

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

THE-4 - Play Practicum-Special Projects Laboratory II 2 units

Prerequisite: None.

Advisory: Acting and production skills desirable.

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-5 - Theater Practicum 3 units

Prerequisite: None.

Advisory: Acting and production skills desirable.

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-6 - Advanced Theater Practicum 3 units

Prerequisite: THE-5.

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

THE-25 – Makeup for the Stage 2 units

Prerequisite: None.

This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 54 hours laboratory.

THE-30 – Voice and Movement for the Stage 2 units

Prerequisite: None.

Theory, principles and techniques of voice and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory.

THE-32 - Acting Fundamentals-Theater 3 units

Games and Exercises

Prerequisite: None.

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor’s instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.
THE-33 - Scene Acting: Creating a Role  
UC, CSU 
Prerequisite: THE-32. 
Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actor’s body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory.

THE-34 - Scene Study in Various Theatrical Styles  
UC, CSU 
Prerequisite: THE-32. 
Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actor’s artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-35 - Classical Acting with Emphasis in Shakespearean Verse  
UC, CSU 
Prerequisite: THE-32. 
Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor’s physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. May be taken a total of two times. 36 hours lecture and 54 hours laboratory.

THE-36 - Improvisational Acting  
UC, CSU 
Prerequisite: THE-32. 
Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

THE-37 - Musical Theater Techniques  
UC, CSU 
Prerequisite: THE-32. 
Advisory: MUS-38 or 39 
Limitation on enrollment: Audition on or before the first class meeting. 
Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-38 – Auditioning for the Stage  
CSU 
Prerequisite: None. 
Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.

THE-41 - Elementary Stagecraft  
3 units 
UC, CSU 
Prerequisite: None. 
Advisory: Concurrent enrollment in THE-2, 4, 5 or 6. 
Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory.

THE-42A - Theatre Tours: Special Studies in Theatre  
1 unit 
CSU 
Prerequisite: None. 
The study of genres in theatre organized around works available through at least two live performances of professional theatre and musical theatre. This course may also include tours of theatres, museums, and of university programs in conjunction with performances of live theatre and musical theatre. 54 hours laboratory.

THE-42B - Theatre Tours: Special Studies in Theatre  
2 units 
CSU 
Prerequisite: None. 
The study of genres in theatre organized around works available through at least four live performances of professional theatre and musical theatre. This course may also include tours of theatres, museums, and of university programs in conjunction with performances of live theatre and musical theatre. 108 hours laboratory.

THE-50 – Acting Techniques for Musical Theater  
.5 units 
CSU 
Prerequisite: None. 
Principles and techniques of the various acting methods and styles involved in performing in musical theater. Culminates in public performance. May be taken a total of four times. 27 hours laboratory.

THE-51 – Production Techniques for Musical Theater  
3 units 
CSU 
Prerequisite: None. 
A course in musical theater production from casting to performance including units in acting, voice and dance. May be taken a total of four times. 36 hours lecture and 54 hours laboratory.

THE-52 – Musical Theater Touring Ensemble  
2 units 
CSU 
Prerequisite: None. 
Advisory: MUS-38 or 39 
Limitation on enrollment: Audition on or before the first class meeting. 
This course is designed to be a touring ensemble that will provide students with an opportunity for intensive preparation, performance and appraisal of musical theater for public performance. May be taken a total of four times. 108 hours laboratory.
THE-200 – Theatre Work Experience 1-2-3-4 units

CSU*
Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WELDING

WEL-15 - Introduction to Basic Shielded Metal Arc Welding 3 units

CSU
Prerequisite: None.

An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-16 - Advanced Shielded Metal Arc Welding 3 units

CSU
Prerequisite: WEL-15.

An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

WEL-25 - Introduction to Oxyacetylene Welding 3 units

CSU
Prerequisite: None.

An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. 27 hours lecture and 81 hours laboratory.

WEL-34 - Metal Joining Processes 2 units

(Same as ENE/MAN-34)

CSU
Prerequisite: None.

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 18 hours lecture and 54 hours laboratory.

WEL-35 - Semi-Automatic Welding 3 units

CSU
Prerequisite: None.

A course in semi-automatic welding processes, with emphasis on gas-metal-arc-welding, Flux-cored-arc-welding, and Submerged-arc-welding. The course covers the responsibilities of integrating computers and automated manufacturing with high-tech joining processes. 27 hours lecture and 81 hours laboratory.

WEL-55A - Gas Tungsten Arc Welding-Plate 3 units

Material
Prerequisite: None.

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-55B - Gas Tungsten Arc Welding-Exotic 3 units

Metals
Prerequisite: None.

Advisory: Completion of or concurrent enrollment in WEL-55A recommended.

Theory, practical application and joining techniques used in gas tungsten arc welding (TIG) processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-60 - Advanced Pipe and Plate Laboratory 2 units

Prerequisite: None.

Limitation on enrollment: Six units of welding or one year of professional welding experience required.

A course designed to advance the competent welder’s knowledge of welding pipe and plate. Research is performed with respect to destructive and nondestructive testing, effects of variable factors on weldments, the weldability of ferrous and nonferrous alloys. May be taken a total of two times. 108 hours laboratory.

WEL-61 - Certification for Licensing of Welders 3 units

Prerequisite: WEL-16.

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. Subsequent enrollment in additional semesters will provide an opportunity for additional manipulative skills and competency development in the subject matter. Each student will be required to successfully complete a series of weld coupons in preparation for the Los Angeles City welding certification. May be taken a total of four times. 27 hours lecture and 81 hours laboratory.

WEL-200 - Welding Work Experience 1-2-3-4 units

CSU*
Prerequisite: None.

Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.

This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

WORK EXPERIENCE

WKX-200 - Work Experience 1-2-3-4 units

CSU*
Prerequisite: None.

Limitation on enrollment: Limited to students who are enrolled in at least 7 credit units of instruction including the Work Experience class units.

This course is designed to coordinate the student’s occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX 200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX 200 are administratively moved to the appropriate general or occupational
work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. May be taken a total of four times. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

**WKX-201-202 - General Work Experience 3 units**

**CSU**

*Prerequisite:* None.

*Limitation on enrollment:* Students must be enrolled in a minimum of 7 units including the work experience units.

This course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. Students enrolled in general work experience must be employed in an area unrelated to the specific occupational work experience subject areas offered by the College. Students may take General Work Experience up to two (2) times, for a maximum of six (6) units of general work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**ZOOLOGY**

See BIOLOGY 2A, 2B
Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors the faculty at RCCD can bestow on a colleague to recognize an individual’s outstanding teaching skills and contributions to the District and its students. The 47th Distinguished Faculty Lecturer is

CORDELL BRIGGS, PH.D.
ASSOCIATE PROFESSOR, ENGLISH

Cordell A. Briggs, the son of William Briggs and Dorothy Briggs Wiley, was born in Augusta, Georgia. He and his sister, Valda B. Mills, instructor and department head of Early Childhood Education at Augusta Technical College, were jointly raised by their mother, and maternal aunt and her husband. Dr. Briggs’s aunt, his second grade teacher, recognized as a distinguished educator in Augusta, cultivated in him the love of teaching and taught him that the “noblest act is to teach.”

Briggs is married to Stephanie, a mathematics instructor at San Bernardino Valley College. He has two children, Cordell A. Briggs II and Medell Briggs-Malonson, M.D., along with her husband, John, and one grandson, Ymani Briggs.

A product of historically black colleges and universities and Seventh-day Adventist higher education, he earned a B.A. degree in English from Oakwood College, a historically black college and a SDA institution, in Huntsville, Alabama. He earned a M.A. degree in English from Andrews University, a SDA institution, where he acquired an interest in linguistics and African American speech from his History of the English Language professor, Edith Stone. From Howard University, a historically black institution in Washington, DC, he earned a Ph.D. degree in English, with a dual focus: one in literature with a concentration in African American literature, the other in theoretical linguistics with a concentration in sociolinguistics. In the UC system, Briggs completed post-doctoral study in linguistic anthropology.

Briggs has served in both the classroom and administration. He has taught at Howard University and Loma Linda University (La Sierra), served as dean of the former Communications Division, and provost of the Moreno Valley Campus at RCC, and as vice president of instruction at Mt. San Jacinto College. At RCC, he also served on the Academic Standards Committee for the Academic Senate; chair of the Communications Department, Moreno Valley; and chair of the subcommittee for Leadership and Governance of the current Accreditation Self-Study.

Briggs’s lecture emanates from an evolving linguistic interest beginning with a presentation on the ethnography of communication in literature at Loma Linda University; presenting a paper on American linguistic attitudes and “the color line” in Bordeaux, France; and presenting recently a paper on the Ebonics tradition and myth at the National Association of African American Studies.
Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

MORENO VALLEY CAMPUS FACULTY

AMEZQUITA, ANNA MARIE Associate Professor, English
BA., St. Edward’s University; M.A., New Mexico State University. At Riverside Community College since 2000.

BALENT, AMY E. Assistant Professor, Art
BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College since 2001.

BANKS, JAMES Assistant Professor, Human Services
B.S., University of Wisconsin, Whitewater; M.S.W., University of Wisconsin, Madison. At Riverside Community College since 2002.

BARBOZA, MATTHEW M. Assistant Professor, Computer Information Systems
B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College since 2001.

BECKSTROM, DOUGLAS A. Associate Professor, Political Science
AS., Community College of the Air Force; B.S., Southern Illinois University; M.A., Chapman University. At Riverside Community College since 1992.

BHATTACHARYA, DEBADARSHI (Dipen) Assistant Professor, Physics
MS., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College since 2001.

BIANCARDI, FABIAN A. Assistant Professor, Business Administration

BRIGGS, CORDELL A. Associate Professor, English

BROSE, FRIEDRICH K. Associate Professor, Library Services
B.A., Australian National University; Dip., Lib., University of New South Wales; M.L.S., McGill University, Montreal; MA., California State University, San Diego. At Riverside Community College since 1970.

BROYLES, LARISA Instructor, Anthropology
B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2005.

BUFFALINO, PATRICIA Interim Dean of Instruction
Healthcare Technician B.S.N., St. Joseph College, Maryland; M.N., F.N.P., University of California, Los Angeles; M.A., California State University, Northridge. At Riverside Community College since 1980.

BURNETT, DARIA Dean of Student Services, Moreno Valley Campus
BA., M.A., Kean College of New Jersey; Ed.D., University of Southern California. At Riverside Community College since 1990.

CLARK, DANIEL H. Associate Professor, English
B.A., Colorado State University; MA., Indiana University; Ph.D., University of California, Davis. At Riverside Community College since 1999.

CONRAD, DIANE M. Associate Professor, Speech Communication
A.A., Palomar College; BA., Wheaton College; M.A., California State University, Long Beach. At Riverside Community College since 1990.

CONVERS, LISA A. Vice President, Educational Services
A.A., Mt. San Antonio College; B.A., University of California, Riverside; M.A., New York University; Ph.D., University of California, Riverside. At Riverside Community College from 1992-1996, and since 1997.

DRAKE, SEAN D. Associate Professor, Mathematics
B.S., M.S., University of California, Riverside. At Riverside Community College since 2000.

DUMER, OLGA Associate Professor, English as a Second Language
B.A., M.A., Moscow State Pedagogical Institute; Ph.D., Institute of Linguistics of the USSR Academy of Sciences. At Riverside Community College since 2000.

DURAN, JOSE Associate Professor, Business Administration
B.A., M.B.A., California State University, San Bernardino. At Riverside Community College since 1986.

ELDER, GREGORY P. Associate Professor, History
A.B., Indiana University; Certificate in Theology, Oxford University, UK; Master of Divinity, Nashotah House Theological Seminary; M.A., Ph.D., University of California, San Diego. At Riverside Community College since 1991.

FAST, MATTHEW Instructor, Computer Information Systems
B.S., M.S., University of California, Riverside. At Riverside Community College since 2006.

FONTAINE, ROBERT Instructor, Emergency Medical Services
B.A., University of La Verne. At Riverside Community College since 2004.

FOSTER, DONALD Instructor, Music
B.M., M.M., University of Southern California. At Riverside Community College since 2005.

GAGE, GEORGE Associate Professor, Community Interpretation in Spanish
BA., University of Vermont; M.A., University of Texas at El Paso. At Riverside Community College since 2000.

GALICIA, FELIPE Instructor, Biology
B.S., M.S., California State University, San Bernardino. At Riverside Community College since 2005.

GIBBS, TRAVIS Associate Professor, Psychology
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino; Ph.D., The Union Institute Graduate School. At Riverside Community College since 1996.

HAUSLADEN, LISA Instructor, Medical Assisting
B.S., Southern Illinois University; M.B.A., University of Phoenix. At Riverside Community College since 2005.

HENDRICK, IRVING, G. Interim President, Moreno Valley Campus

HEYEDE, MARILYNN Instructor, Dental Hygiene
B.S., M.P.H., Loma Linda University. At Riverside Community College since 2005.
HONORE, CHERYL   Associate Professor, Accounting
B.S., Loyola Marymount University, Los Angeles; M.B.A., California State Polytechnic University, Pomona. At Riverside Community College since 1990.

HUANG, SHUFEN   Assistant Professor Mathematics
B.A., Fu Jen Catholic University, Taipei, Taiwan; M.S., University of Illinois, Urbana-Champaign, Illinois. At Riverside Community College since 2002.

HULSFORD, LIDIA   Instructor, Dental Assisting
B.S., Biola University; D.D.S., Loma Linda University. At Riverside Community College since 2006.

INGHAM, SUSAN L.   Associate Professor, English

ISAAC, WOLDE-AB   Instructor/Dean, Health Sciences Programs
B.S., Adis Abeba University; M.A., Ph.D. University of Michigan. At Riverside Community College since 2006.

JOHNSON, FEN   Instructor, Mathematics
B.A., M.A., California State University, San Bernardino. At Riverside Community College since 2004.

LESSER, DONNA   Assistant Professor Dental Hygiene
B.S., California State University, Northridge. At Riverside Community College since 2002.

LIPKIN, ELLEN   Associate Professor, Microbiology
M.A., University of California, San Francisco. At Riverside Community College since 1999.

LOOMIS, REBECCA   Associate Professor, Anatomy & Physiology
B.S., University of Nebraska; M.S.; Loma Linda University. At Riverside Community College since 1996.

MARSH, DIANE M.   Associate Professor, Chemistry
B.A., California State University, San Bernardino; M.S., Ph.D., University of California, Riverside. At Riverside Community College since 1992.

McQUEAD, MICHAEL W.   Associate Professor, Computer Information Systems
B.M., M.M., University of Southern California. At Riverside Community College since 1999.

MERCADO, ROSARIO   Associate Professor, Spanish
B.A., California State University, San Bernardino; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 1997.

METCALFE, KIM   Assistant Professor, Early Childhood Education
B.A., M.A., California State University, San Bernardino. At Riverside Community College since 2002.

MIDDLETON, DELORES   Director/Associate Professor, Physician Assistant
B.S., California State University, Los Angeles; M.A., University of Southern California. At Riverside Community College since 1998.

MOORE, FRANKIE   Instructor Coordinator, Student Activities
B.A., M.A., California State University, Fresno. At Riverside Community College since 2005.

NAMEKATA, JAMES S.   Associate Professor, Mathematics
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College since 1999.

NOLLETTE, CHRISTOPHER   Instructor, EMS/Paramedic Program Director

NYROP, SONYA   Instructor, Reading
B.A., Columbia Union College; M.A., University of London; M.S., California State University, San Bernardino. At Riverside Community College since 2006.

OGATA, LORRAINE   Associate Professor, Reading
B.A., M.A., California State University, San Bernardino; Ed.D., University of Southern California. At Riverside Community College since 1999.

PACIECO, MARIA DEL ROCIO   Assistant Professor, Counseling
A.A., Rio Hondo Community College; B.A., University of California, Irvine; M.S., California State University, Long Beach. At Riverside Community College since 2001.

PENA, LARRY A.   Associate Professor, Counseling
B.A., University of California, Riverside. At Riverside Community College since 2000.

PFIEFLE, ANN L.   Assistant Professor, History
B.A., University of Minnesota; B.S., Moorehead State University; M.A., University of California, Riverside. At Riverside Community College since 2001.

PISA, SHEILA   Associate Professor, Mathematics

PINTO-MacCALLUM, BONAVITA   Instructor, Spanish
B.A., M.A., University of New Mexico; Ph.D., New Mexico State University. At Riverside Community College since 2000.

REYNOLDS, JOSEPH E.   Assistant Professor, DSPS Counseling/LD Specialist
B.S., Florida State University; M.H.S., Ed.D., University of Florida. At Riverside Community College since 2001.

RYNE, JEFFREY   Instructor, English
B.A., Pomona College; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2006.

ROCCO, CHRISTOPHER   Assistant Professor, Humanities
B.A., University of Hawaii; M.A., Ph.D., University of California. At Riverside Community College since 2001.

SAXON, KATHLEEN L.   Associate Professor, Mathematics
A.S., Mt. San Jacinto College; B.S., University of California, Riverside; M.S., California Polytechnic State University, Pomona. At Riverside Community College since 1998.

SINIGAGLIA, NICHOLAS   Instructor, Philosophy
B.A., University of California, Berkeley; M.A., Ph.D.; University of California, Irvine. At Riverside Community College since 2007.
SOTO, SALVADOR  Instructor/Counseling  
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.S., P.P.S., University of La Verne. At Riverside Community College since 2005.

STAFFORD, PAULA  Assistant Professor, Physician Assistant  
A.A., West Los Angeles College; B.S., California State University, San Bernardino. At RCC since 2002.

TENPAS, CYNTHIA  Assistant Dean, Library and Learning Resources, Assistant Professor, Library Services  
B.A., University of California, Riverside; M.L.L.S., California State University, San Jose. At Riverside Community College since 1995 to 2004 and since 2006.

THETFORD, TERESA  Assistant Professor, Physician Assistant Program  
A.A., Riverside Community College; B.S., University of Southern California. At Riverside Community College since 2002.

THOMPSON, ERIC  Instructor, Sociology  
B.A., California State University, Chico; M.A., California State University, Sacramento. At Riverside Community College since 2005.

TOLUNAY, ADVIE  Instructor, Psychology  
B.A., M.A., Bogazici University (Turkey); Ph.D., University of Rhode Island. At Riverside Community College since 2006.

TOVARES, CHARLES  Instructor, Geography  
B.A., University of Florida; M.A., Ph.D., University of Washington, Seattle. At Riverside Community College since 2005.

VINCENT, WILLIAM  Dean, Public Safety Education & Training, Associate Professor, Health Science  
B.S., University of Oregon, M.S., Long Beach State University; Ed.D., University of Southern University. At Riverside Community College since 1988.

WAGNER, STEPHEN D.  Instructor, Biology  
B.S., M.S., California State University, San Bernardino. At Riverside Community College since 2005.

WEBSTER, DIANA  Associate Professor, Business Administration  
B.A., University of California, Riverside; M.A., University of Redlands. At Riverside Community College since 1983.

WERNER-FRACZEK, JOANNA  Instructor, Biology  
B.S., M.S., University of Gdansk; M.S., Ph.D., University of Wisconsin. At Riverside Community College since 2006.

WICKEN, INGRID P.  Associate Professor, Physical Education  
A.A., Riverside Community College; B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College since 1989.

WILLIAMS, EDWARD ALLEN  Associate Professor, English  

ZAPATA, VALARIE  Instructor, English  
B.A., M.A., Ph.D., University of California. At Riverside Community College since 2005.

ALJORD, HUDA  Instructor, Arabic  

ANDACHEH, KHALIL  Assistant Professor, Sociology  
B.A., University of Tehran (Iran); M.A., Roosevelt University; M.A., University of California, Irvine; Ph.D., University of California, Irvine. At Riverside Community College since 2002.

BADER, MELISSA  Instructor, English  
B.A., University of Washington; M.A., California State Polytechnic University, Pomona. At Riverside Community College since 2004.

BECK, REX  Assistant Professor Business Administration  
B.S., United States Military Academy at West Point; M.B.A., California State University at San Bernardino. At Riverside Community College since 2002.

BOELMAN, PETER  Associate Professor, Economics  

BROCKENBROUGH, CELIA  Associate Professor, Library Services  

BROTHERTON, CATHERINE  Associate Professor, Computer Information Systems  
B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College since 1986.

BURNETT, SARAH  Instructor, Early Childhood Education  
B.S., University of Swansea, Wales; M.S., John Hopkins University. At Riverside Community College since 2005.

BUSH, EDWARD  Dean, Student Services, Associate Professor, Student Activities  
B.A., University of California Riverside; M.P.A., California State University San Bernardino, Ph.D., Claremont Graduate University. At Riverside Community College since 1998.

CHACON, ROSINA (Zina)  Assistant Professor, Counseling  
A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., University of Redlands. At Riverside Community College since 2003.

CHAKS, LESLIE  Instructor, Counseling/Learning Disabilities Specialist  
A.A., Riverside Community College; B.A., University of California, Riverside; M.S., University of La Verne. At Riverside Community College since 2005.

CHUNG, ELISA  Associate Professor, Mathematics  
A.A., Fullerton; B.S., M.A., California State University, Fullerton. At Riverside Community College since 1991.

CLUFF, MICHAEL  Associate Professor, English  
B.A., M.A., University of California, Riverside. At Riverside Community College since 1990.
CORDIER, GERALD  Assistant Professor, Drafting
Course work completed at California State University, Fullerton, and California State University, San Bernardino. At Riverside Community College since 1988.

COVERDALE, JOHN  Associate Professor, Computer Information Systems
B.A., Occidental College; B.S., MS., Azusa Pacific University. At Riverside Community College since 1997.

CRASNOW, SHARON L.  Associate Professor, Philosophy
B.A., Barnard College; M.A., Ph.D., University of Southern California. At Riverside Community College since 1992.

DAVIS, BRENDA  President, Norco
Diploma, Harlem Hospital Center School of Nursing, New York; B.S., M.Ed. and Ed.D., Teachers College, Columbia University, N.Y. At Riverside Community College from 1975-77, and since 1980.

DEGUZMAN, JOSEPH S.  Assistant Professor, Mathematics
B.S., Mapua Institute of Technology, M.S., M.L.Q. University, Manila, Philippines. At Riverside Community College since 2001.

ECKSTEIN, JOSEPH G.  Associate Professor, Geography

ELIZALDE, ANDRES  Instructor, English
B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College since 2005.

FARRAR, CAROL ACOSTA  Associate Professor, Psychology
B.A., B.S., University of California, Irvine; Ph.D., University of California. Riverside. At Riverside Community College since 1997.

FLICK, AREND  Associate Professor, English
A.B., University of Chicago; Ph.D., University of California, Berkeley. At Riverside Community College since 1991.

FREITAS, SIOBHAN  Associate Professor, Chemistry
B.S., University of Massachusetts; MS., Ph.D., University of California, Los Angeles. At Riverside Community College since 2000.

FREWING, JANET  Assistant Professor, Mathematics
B.A., California State University, Fullerton; M.A., University of California, Santa Barbara. At Riverside Community College since 2001.

FRIEDRICH FINNERN, TERESA  Instructor, Biology
B.S., Hope College; M.A., Ph.D., University of Michigan. At Riverside Community College since 2006.

GARCIA, CARLOS  Associate Professor, Drafting
B.S., California State University, Fresno; B.S., University of Southern California; M.S., California State University, Northridge. At Riverside Community College since 1992.

GONZALEZ, HEATHER  Instructor, English
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.A., University of California, Riverside. At Riverside Community College since 2005.

GRAY, ALEXIS  Instructor, Anthropology
B.A., California State University, Los Angeles. M.A., California State University, Fullerton. At Riverside Community College since 2006.

GUTIERREZ, MONICA  Instructor, Biology
B.S., University of California, Irvine; Ph.D., University of California, Los Angeles. At Riverside Community College since 2004.

HILL, JIMMIE L.  Associate Professor, Counseling
A.A., San Bernardino Valley College; B.A., California State University, Fullerton; M.A., California State University, San Bernardino. At Riverside Community College since 1999.

HITCHCOCK, DOMINIQUE  Associate Professor, Spanish
A.A., B.A., M.A., Ph.D., Université de Paris Sorbonne. At Riverside Community College since 1996.

HUMBLE, DINA  Associate Professor, Music
B.M., University of Minnesota; M.M., University of Northern Colorado. At Riverside Community College since 1999.

JOHNSON, BRIAN D.  Assistant Professor, Mathematics
B.A., M.A., California State University, Fullerton. At Riverside Community College since 2001.

KYRIAKOS, STEPHANY  Associate Professor, History
B.A. (summa cum laude), University of Colorado; M.P., Ph.D., Yale University. At Riverside Community College since 1999.

LEWIS, MARK E.  Assistant Professor, Speech Communication
B.A., M.A., California State University, Fullerton. At Riverside Community College since 2001.

LOEWENSTEIN, GAITHER  Vice President, Educational Services
B.S., University of the Pacific; M.U.A., Wichita State University; Ph.D., University of Delaware. At Riverside Community College since 2006.

MAKIN, DEBORAH J.  Associate Professor, Political Science
B.A., University of Pittsburgh; M.A., Old Dominion University; Ph.D., University of California, Riverside. At Riverside Community College since 2000.

MILLS, DAVID  Assistant Professor, English
A.A., Riverside Community College; BA. UCLA; M.A. Indiana University. At Riverside Community College since 2001.

MITER, CAROL  Associate Professor, English
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino. At Riverside Community College since 1991.

MOORE, BARBARA  Instructor, Biology
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College since 2006.

MORRISON, JAMES  Associate Professor, Biology
B.S. (cum laude); M.S., Kansas State University; M.P.H., Loma Linda University. At Riverside Community College since 1971.
NELSON, LISA  Instructor, English  
B.A.; B.F.A.; University of South Maine; M.A., University of California, Riverside; Ph.D., Columbus University. At Riverside Community College since 2005.

NANCE, DAMON  Assistant Dean, Library/Learning Resources  
B.A., California State University, San Bernardino; M.L.I.S., San Jose State University. At Riverside Community College since 2007.

OLAES, ANA-MARIE  Instructor, Speech Communication  
B.A., M.A., California State University, Fullerton. At Riverside Community College since 2006.

PARKS, JASON  Instructor, Mathematics  
B.A., M.A., University of California, Riverside. At Riverside Community College since 2006.

PARKS, JASON  Instructor, Mathematics  
B.A., M.A., University of California, Riverside. At Riverside Community College since 2006.

PAVLIS, BONNIE  Associate Professor, Humanities  
B.A., (summa cum laude), University of California, Los Angeles; M.A., Ph.D., University of California, Berkeley; Certificate in TESL, University of California, Riverside. At Riverside Community College since 1990.

PAYAN, DAVID  Associate Professor, Counseling  
A.A., East Los Angeles College; B.A., University of California, Riverside; M.A., San Diego State University. At Riverside Community College since 1991.

PERHAMUS, JUDITH  Associate Professor, Computer Information Systems  
B.S., Oklahoma State University, MS., University of Southern California. At Riverside Community College since 1994.

PRIOR, ROBERT  Associate Professor, Mathematics  
B.A., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College since 1990.

RIES, RICHARD  Instructor, Mathematics  
B.A., B.S., M.S., University of California. At Riverside Community College since 2005.

ROBLES, ANDY  Associate Professor, Mathematics  
B.S., M.S., California Polytechnic State University, Pomona. At Riverside Community College since 1999.

SALCEDO, FERNANDO  Associate Professor, Spanish  
B.S., M.A., Pacific Union College; Ph.D., University of California, Riverside. At Riverside Community College since 1990.

SHIRINIAN, MARGARITA  Instructor, English as a Second Language  
B.A., Moscow State Pedagogical University; M.A., California State University, Northridge. At Riverside Community College. At Riverside Community College since 2005.

SKIBA, KARIN  Associate Professor, Art  
BA., Pitzer College; M.F.A., Claremont, Graduate School. At Riverside Community College since 1990.

SLONIGER, MITZI A.  Associate Professor, Reading  
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College since 2000.

SMITH, DEBORAH  Associate Professor, Mathematics  
B.A., California State University, San Bernardino; M.S., University of California, Riverside. At Riverside Community College since 1998.

SNYDER, ANNA  Assistant Professor, Anatomy and Physiology  
B.S., M.S., California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College since 1992.

STEVEN, WALTER  Associate Professor, Theater Arts  
B.A., M.F.A., University of California, Irvine. At Riverside Community College since 1996.

SYNODINOS, DIMITRIOS  Instructor, Coordinator, Student Activities  
A.A., Glendale Community College; B.A., M.A., California State University, Northridge. At Riverside Community College since 2005.

TILLQUIST, JOHN  Dean, Technology and Economic Development  
B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Irvine. At Riverside Community College since 2005.

TRAN, PHU  Instructor, Physics  
B.S., California Polytechnic University, Pomona; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2000.

VAN HULLE, PAUL  Instructor, Manufacturing Technology  
A.S., Riverside Community College; B.A., California State University, Los Angeles; M.A., California State University, San Bernardino. At Riverside Community College since 2005.

VANCE, DANIEL  Instructor, Counseling  
B.A., California State University, San Marcos; M.A., San Diego State University. At Riverside Community College since 2006.

WAGNER, THOMAS  Associate Professor, Real Estate/Business Administration  
B.A., B.S., Bucknell University; J.D. Temple University Law School; LL.M., University of Virginia School of Law; At Riverside Community College since 1992.

WALES, EDWARD  Associate Professor, Drafting  
B.A., California State University, Long Beach. At Riverside Community College since 1985.

WALLSTROM, TIMOTHY  Instructor, Physical Education  
B.S., M.S., California State University, Fullerton. Ph.D., the Ohio State University. At Riverside Community College since 2006.

WIMER, BEVERLY  Associate Professor, Physical Education  
B.S., Northwest Missouri State University; M.S., University of Arizona. At Riverside Community College since 1989.

WORSHAM, PATRICIA A.  Assistant Professor, Business Administration  
B.A., University of California, Santa Barbara; M.B.A., California Polytechnic University, Pomona. At Riverside Community College since 2001.
ACHARYA, SUREKHA  Associate Professor, English
B.A., M.A.; Osmania University, India; M.A., California State University at Fullerton. Ph.D., University of California, Riverside. At Riverside Community College since 1991.

ALEXANDER, DOUGLAS  Associate Professor, Counseling/DSPS

ALLEN, THOMAS  Associate Professor, English
A.A., Los Angeles City College; B.A., California State University, Northridge; M.A., California State University, San Bernardino. At Riverside Community College since 1986.

ALMQUIST, DAVID  Associate Professor, Physical Education
A.A., Riverside Community College; B.A., California State University of Long Beach; M.A., University of La Verne. At Riverside Community College since 1996.

AMIDON, TUCKER  Instructor, English
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College since 2005.

AMRICH, MICHAEL, JR.  Associate Professor, Chemistry
B.A., University of California, Riverside; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College since 1970.

ANDERSON, KIMBERLY  Instructor, Nursing
B.S.N., Baylor University; M.S.N. and F.N.P., University of California at Los Angeles. At Riverside Community College since 2006.

ANDERSON, KRISTINE R.  Associate Professor, English

ANDERSON, LORRAINE  District Dean, Admissions and Records
B.A.; University of California, Los Angeles; M.A., Azusa Pacific University. At Riverside Community College since 2000.

ANGUiano, JOE W.  Associate Professor, English
B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College since 1999.

ARGUELLES, RUDOLPH  Instructor, Physical Education
A.A., Riverside Community College; B.A., Arizona State University; M.Ed., Azusa Pacific University. At Riverside Community College since 2005.

ARMSTRONG, SALLY  Associate Professor, Art
B.A., California State University, Fullerton; M.A., California State University, Long Beach. At Riverside Community College since 1980.

AVILA, PATRICIA  Associate Professor, Counseling
B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College since 1997.

BAJAJ, PANKAJ  District Dean/Director, Institutional Reporting and Academic Services
B.E., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College since 2001.

BAKER, DAVID V.  Associate Professor, Sociology
B.A., California State University, Northridge; M.A., and Ph.D., University of California, Riverside. At Riverside Community College since 1987.

BAKER, SANDRA L.  District Dean, School of Nursing
Associate Professor, Nursing
A.A., Maryville College, Missouri; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 1989.

BARNES, MICHAEL E.  Associate Professor, Counseling
A.A., Riverside Community College; B.A., University of California, Irvine; M.A., California State College, San Bernardino. At Riverside Community College since 1981.

BARRON, RICHARD DAVID  Associate Dean, Academic Innovative Programs/Occupational Education
A.A., East Los Angeles College; B.A., University of California, Los Angeles; M.A., University of Phoenix. At Riverside Community College since 2006.

BERNIER, DANIEL  Instructor, Chemistry
A.S., Long Beach City College; B.A., California State University, Long Beach; M.S., University of California, Irvine; Ph.D., University of California, Riverside. At Riverside Community College since 2004.

BHATIA, SHAILESH D.  Associate Professor, Computer Information Systems
B.S., M.B.A., M.S., University of Toledo. At Riverside Community College since 1990.

BINAM, JANIS  Associate Professor, Anthropology
B.A., California State University, Long Beach; M.A., University of California, Riverside; Ph.D., University of California, Riverside. At Riverside Community College since 1991.

BLAIR, SCOTT  Associate Professor, Astronomy
A.S., Riverside Community College; B.S., M.S., University of California, Riverside. At Riverside Community College since 1994.

BONZOUMET, NIKKI P.  Assistant Professor, Physical Education
A.S., Riverside Community College; B.G.S., Northern Arizona University; M.S., California State University, San Bernardino. At Riverside Community College since 2001.

BOWEN, DOUGLAS G.  Assistant Professor, English As a Second Language
B.A., University of Nebraska, Lincoln; M.A. University of Hawaii, Manoa. At Riverside Community College since 2001.

BRADY, GLEN  Director, Distance Education
B.S., University of Utah; M.S., San Diego State University. At Riverside Community College since 2000.

BRAMUCCI, ROBERT S.  District Dean, Open Campus
B.S., Arkansas State University; M.A.P., University of Arkansas at Little Rock; Ph.D., Washington State University. At Riverside Community College since 2001.
BREWER, STEVEN Assistant Professor, Library Services
B.A., Pomona College; M.Div., American Baptist Seminary of the West
(Berkeley); M.S.L.S., University of Southern California. At Riverside
Community College since 2003.

BROOKS, KATHRYN S. Associate Professor, Biology and Health Science
B.S. (with highest honors), M.A., University of California, Riverside. At
Riverside Community College since 1991.

BROWN, AMANDA Instructor, Mathematics
B.A., M.A., Utah State University. At Riverside Community College
since 2005.

BROWN, ELLEN Assistant Professor, Counseling
B.A., Saint Mary’s College, Notre Dame, Indiana; M.A., California State
University, San Bernardino. At Riverside Community College since 2002.

BROWN, JAMI Instructor, Sociology
B.A., M.A., California State University, Dominguez Hills; Ph.D.,
University of California, Riverside. At Riverside Community College
since 2005.

BROWN, SCOTT A. Assistant Professor, Counseling/Learning Disabilities
B.A., University of California, Riverside; M.A., California State University,
Fullerton. At Riverside Community College since 2001.

BROWN, TIMOTHY Associate Professor, Reading
B.A., Arizona State University; M.Ed., Pan American University; M.S.,
California State University, Fullerton, Ed.D., Pepperdine. At Riverside
Community College since 1984.

BROWN, WILLIAM Associate Professor, Physical Education/Counseling
B.S., California State Polytechnic University; M.A., Azusa Pacific
University. At Riverside Community College since 1985.

BURCHETT, GREGORY E. Associate Professor, Biology
B.S., M.S., California State Polytechnic University, Pomona. At Riverside
Community College since 2000.

BURRIS, ROBERT Assistant Professor, Air Conditioning
A.A., Riverside Community College. Community College Credential. At
Riverside Community College since 1991.

BUYSSE, JAMES Vice Chancellor, Administration and Finance
B.A.; M.A.S.; Ph.D., University of Illinois. At Riverside Community
College since 1992.

BYUN, JOHN Instructor, Music
B.M., University of California, Irvine; M.M., California State University,
Long Beach. At Riverside Community College since 2005.

CAMAK, SHELAGH Associate Vice Chancellor, Workforce Development
A.A., San Bernardino Valley College; B.A., M.A., California State University,
San Bernardino. At Riverside Community College since 1998.

CAMPBELL, DOROTHY A. G.H. de Assistant Professor, Spanish
B.A., M.A., San Diego State University; Ph.D., University of California.
At Riverside Community College since 2001.

CARRERAS, SOFIA Assistant Professor, Dance
B.A., California State University, Sacramento; M.F.A., University of
California, Irvine. At Riverside Community College since 2002.

CARRILLO, MICHAEL EOPS Director
A.A., Fullerton College; B.A., California State University, Fullerton; M.A.,
National University. At Riverside Community College since 2000.

CARTER, THATCHER Instructor, English
B.A., Occidental College; M.A., Claremont Graduate University; PhD.,
University of California, Riverside. At Riverside Community College
since 2004.

CASOLARI, AMBER Assistant Professor, Economics
B.A., University of Redlands; M.A., Ph.D., University of California.
At Riverside Community College since 2005.

CAZARES, DEBORAH A. Associate Professor, Early Childhood Education
B.A., University of California, Los Angeles; M.A., Teachers College!
Columbia University. At Riverside Community College since 1999.

CERWIN-BATES, STACEY Assistant Professor, Reading
B.A., St. Mary’s College of California; M.A., San Francisco State
University. At Riverside Community College since 2002.

CHAKS, MICHAEL Associate Professor, Accounting
B.A., California State University, Fullerton; M.B.A., Pepperdine
University. At Riverside Community College since 1983.

CHATTERJEE, ACHINTA Associate Professor, English
B.A. and M.A., Patna University, India; Ph.D., Purdue University. At Riverside
Community College since 1992.

CHENEY, JAMES R. Assistant Professor, Physics
B.S., California State University, San Bernardino; M.S., University of
California, Riverside. At Riverside Community College since 2001.

CHENOWETH, RITA P. Associate Professor, Dance
B.A., University of California at Los Angeles; M.F.A., University of
California at Irvine. At Riverside Community College since 1992.

CHRISTIANSEN, JILL M. Assistant Professor, Nursing
A.S., Riverside Community College; B.S.N. University of Phoenix;
M.S.N., California State University, Dominguez Hills. At Riverside
Community College since 2001.

CLARK, ROSS Associate Professor, Graphics Technology
B.A., California State University, Los Angeles; M.F.A., University of
Southern California, Los Angeles. At Riverside Community College
since 2000.

COLAPINTO, EILEEN Associate Professor, Counseling
B.S., Central Connecticut State University; M.A., California State University,
San Bernardino. At Riverside Community College since 1991.

COLUCCI, MARIE Associate Professor, Nursing
B.S. (magna cum laude), Boston College; M.N., University of California,
Los Angeles; Ed.D, Nova University. At Riverside Community College
since 1983.

CRAIG, KENNETH P. Assistant Professor, Mathematics
A.A., Community College Air Force; B.S. and M.A., California State
University, San Bernardino; Ed.D., Argosy University. At Riverside
Community College since 2001.
CREGG, JAMES  
Associate Professor,  
Computer Information Systems  
A.A.S., Community College Air Force; B.S., Southern Illinois University; M.S., California State University, San Bernardino. At Riverside Community College since 2000.

CRYDER, MICHAEL  
Assistant Professor, Biology  
B.S., La Sierra University; M.S., Loma Linda University. At Riverside Community College since 2002.

CURTIS, PETER  
Associate Professor, Music  
B.M., Berklee College of Music; M.M., Yale University; D.M., Indiana University. At Riverside Community College since 2001.

DADDONA-MOYA, MICHELLE  
Assistant Professor, Physical Education  
B.A.; MS., California Polytechnic State University, San Luis Obispo. At Riverside Community College since 2001.

DAS-SOW, ARTURO  
Associate Professor, Counseling  
A.A., San Diego Evening College; B.A., San Diego State University; M.A., California State University, San Bernardino. At Riverside Community College since 1997.

DAVIN, RICHARD  
Associate Professor, Sociology  
B.S., University of Wyoming; M.A., University of North Colorado; Ph.D., University of California, Riverside. At Riverside Community College since 1999.

DEAN, LESLIE  
Associate Professor, Geography  
B.S. and M.A., University of Utah. At Riverside Community College since 1979.

DELGADILLO-FLORES, MONICA  
Dean, Student Services  
A.A., Chaffey College; B.A., M.A., California State University, San Diego; At Riverside Community College since 1991.

DeSANTIS, JOSEPH  
Instructor, Speech Communication  
Director of Forensics  
B.A., M.A., California State University, Long Beach. At Riverside Community College since 2006.

DIBENEDETTO, TAMARA  
Associate Professor, English  
A.A., Chaffey College; B.A., M.A., California State University, San Bernardino. At Riverside Community College since 1994.

DIERDORFF, JOANNE G.  
Associate Professor, Dance  
B.A., University of Redlands; M.A., University of Southern California. At Riverside Community College since 1986.

DI THOMAS, DEBORAH S.  
Interim Vice Chancellor, Student Services/Operations  
B.S., California Polytechnic University; M.A., Azusa Pacific University; Ed.D., Pepperdine. At Riverside Community College since 1992.

DOUGLASS, KELLY  
Assistant Professor, English  
B.A., University of California, Santa Barbara; M.A., Ph.D., Claremont Graduate University. At Riverside Community College since 2001.

DYOGI, DAMIANITA  
Assistant Professor, Nursing  
B.S., M.S.N.; California State University, Dominguez Hills. At Riverside Community College since 2006.

ELTON, WILLIAM  
Instructor, Physical Education  
B.S., The Ohio State University; M.S., University of Nevada, Las Vegas. At Riverside Community College since 2005.

FARRIS, KATHERYN M.  
Associate Professor, Physical Education/Dance  
B.S., University of Oregon; M.A., University of California, Los Angeles. At Riverside Community College since 1971.

FAWSON, EVANGELINE  
Associate Professor, Nursing  
B.S., University of California, Los Angeles; B.S.N., Boston University. At Riverside Community College since 1992.

FINNER, RICHARD  
Associate Professor, Graphics Technology  
B.A., California State University, Fullerton. M.A., California State University, San Bernardino. At Riverside Community College since 1995.

FLYR, MARY  
Instructor, Early Childhood Education  
B.S., University of Nebraska; M.S., University of North Dakota; Ph.D., University of California, Riverside. At Riverside Community College since 2004.

FONTANA, SANDRA  
Associate Professor, American Sign Language  
B.S., Rochester Institute of Technology; M.A., Gallaudet University. At Riverside Community College since 2002.

FORLENZA, GERARD A. JR.  
Assistant Professor, History  
B.A., Columbia University; M.A., Ph.D., Claremont Graduate University. At Riverside Community College since 2001.

FRY, MAUREEN  
Associate Professor, Reading  
A.A., Ventura College; B.A., University of California, Riverside; M.S., California State University, Fullerton. At Riverside Community College since 1993.

GALL, NANCY  
Instructor, Photography  
B.S., California Polytechnic University, Pomona. At Riverside Community College since 2004.

GARCIA, HAYLEY  
Associate Professor, Library Services  
Network/Multimedia Specialist  

GARCIA, STEVEN  
Associate Professor, English  
B.A., M.A., California State University, Fullerton. At Riverside Community College since 1992.

GEORGAKAKOS, JOHN  
Associate Professor, Chemistry  
B.A., California State University, Sacramento; M.S., University of Washington; Ph.D., University of California, Riverside. At Riverside Community College since 1971.

GIBBONS-ANDERSON, JOAN  
Associate Professor, Speech Communication  
B.S., Willamette University, Salem; M.A., California State University, Fullerton. At Riverside Community College since 2000.

GILLINS, SHARON B.  
Associate Professor, Telecommunications  

GOBATIE, CYNTHIA  
Associate Professor, Philosophy  
B.A., California State Polytechnic University, Pomona; M.A., University of Tennessee, Knoxville. At Riverside Community College since 1990.

GRAHAM, DOUGLAS E.  
Associate Professor, Coordinator, Student Activities  
HERZIG, PAUL  
Assistant Professor,  
B.S., Ph.D., University of California, Riverside. At Riverside Community College since 2005.

GREENE, RAVELLE LYN  
Associate Dean,  
Grants and Contracts  
B.A.; M.A.; California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College since 2002.

GREY, BOBBIE  
Instructor, Chemistry  
B.S., M.S., University of California, Riverside. At Riverside Community College since 2006.

GUTIERREZ, EDGAR IVAN  
Instructor, History  
B.A., University of Puerto Rico; M.A., Ph.D., California State University, Los Angeles. At RCC since 2005.

HAGHIGHAT, DARIUSH  
Associate Professor, Political Science  
B.A., M.S., and Ph.D., University of California, Riverside. At Riverside Community College since 1988.

HAINES, MARK A.  
Associate Professor, Dance  
B.F.A., Cornish College of the Arts; M.F.A. University of California, Irvine. At Riverside Community College since 2000.

HALL, BARBARA  
Associate Professor, Anthropology  
B.A., University of California, Santa Cruz; M.A., University of Arizona; Ph.D. University of Arizona. At Riverside Community College since 1991.

HALL, DEBORAH  
Associate Professor,  
Coordinator, Student Activities  
B.A., California State University, San Bernardino; M.A., California Polytechnic State University, San Luis Obispo; Ed.D., University of Southern California. At Riverside Community College since 1997.

HALL, LEWIS  
Associate Professor,  
Computer Information Systems  
B.A., M.S., California State University, Fullerton. At Riverside Community College since 1989.

HAUGH, JUDY L.  
Articulation Officer  
Associate Professor, Counseling  
A.A., Citrus College; A.B., M.S., University of Southern California. At Riverside Community College since 1971.

HAVENER, KATHY R.  
Associate Professor, Nursing  
B.S.N., M.S.N., University of Phoenix. At Riverside Community College since 1999.

HERRICK, SCOTT  
Instructor, Biology  
B.S., Ph.D., University of California, Riverside. At Riverside Community College since 2005.

HERZIG, PAUL  
Assistant Professor,  
Computer Information Systems  
BSEE, University of New Mexico; M.S., Naval Post Graduate School. At Riverside Community College since 2002.

HOPKINS, JOHN W.  
Associate Professor, Art  
A.A., Santa Ana College; B.A., M.A., M.F.A., California State University, Fullerton. At Riverside Community College since 1980.

HORN, STEPHEN  
Associate Professor, Art  

HOWARD, LIN DUAN  
Associate Professor, English  
B.A., M.A., University of California, Riverside. At Riverside Community College since 1994.

HOWARD, LISA  
Interim District Associate Dean,  
School of Nursing,  
Assistant Professor, Nursing  
A.S., Riverside Community College; B.S.N., Loma Linda University; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 2000.

HUNT, GLENN E.  
Associate Professor, Mathematics  
B.S., MS., Texas Tech University. At Riverside Community College since 1958.

INDERMUEHLE, DENISE  
Instructor, Nursing  
A.D.N., Riverside Community College. B.S., M.A., University of Phoenix. At Riverside Community College since 2006.

ISHIHARA, CHIE  
Instructor, Business Administration  
B.A., Pomona College; M.B.A., California Polytechnic University, Pomona. At Riverside Community College since 2005.

ISSA, ALI Y.  
Associate Professor, Health Sciences  
B.S., Somali National University; MS., California Polytechnic University, San Luis Obispo; Ph.D., Utah State University. At Riverside Community College since 1992.

JACKSON, HENRY LEE  
Associate Professor, Welding Technology  
A.A., Los Angeles Harbor College; B.A., M.A., California State University, Long Beach. At Riverside Community College since 1982.

JACKSON, OLA M.  
Associate Dean,  
Teacher Preparation & Education Programs  
B.S., M.A., University of Redlands. At Riverside Community College since 2000.

JETER, CHARLENE D.  
Associate Professor, Counseling  
A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino. At Riverside Community College since 1998.

JEW, ROBERT K.  
Assistant Professor, Art  

JIANG, GEORGE A.  
Associate Professor,  
English as a Second Language  
M.A., Shanghai Teacher’s University, China; M.A., University of Southern California. At Riverside Community College since 1992.

JIMENEZ, GARY M.  
Assistant Professor, Counseling  
A.A. Citrus College; B.S.W., California State Polytechnic University, Pomona; M.S., California State University, Los Angeles. At Riverside Community College since 2001.

JUDON, LANESHIA R.  
Associate Professor,  
Business Administration  
A.A., University of Maryland, European Division; B.A. (cum laude), Southern Illinois University; J.D. (American Jurisprudence, Trust and Wills), Loyola Law School. At Riverside Community College since 1997.

JULIAN, JODI  
Assistant Professor, Theater Arts  
M.F.A., California State University, Fullerton. At Riverside Community College since 2000.
KANE, MELISSA  
Vice Chancellor, Diversity and Human Resources  
B.A., University of Missouri; M.A.A., University of Memphis at Riverside Community College since 2005.

KAUFFMAN, KRISTINA  
Associate Vice Chancellor, Institutional Effectiveness, Associate Professor, Political Science  

KEEGER, RICHARD  
Director, Grant and Contract Services  
B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College since 2000.

KEISER, TERRY  
Associate Professor, Graphics Technology  
A.A., Fullerton College; B.V.E. and M.A., California State University, San Bernardino. At Riverside Community College since 1988.

KELLY, KATHRYN E.  
Associate Professor, Spanish  
B.A., M.A., San Diego State University; Ph.D., University of California, Irvine. At Riverside Community College since 1989.

KENNEDY, STEPHEN M.  
Assistant Professor, Automotive Technology  
AS., Riverside Community College; ASE Automotive Master Technician, LI Certified, Certified Chevrolet master Technician. At Riverside Community College since 2001.

KIMBERLING, RENEE  
District Director, Health Services  
B.S.N., Loma Linda University; B.S.M., Pepperdine University; M.S.N. California State University, Dominguez Hills. At Riverside Community College since 2005.

KIME-HUNT, ELLEN  
Associate Professor, Chemistry  
B.A., California State University, Fresno; Ph.D., University of Vermont. At Riverside Community College since 1992.

KINSER, ANITA G.  
Associate Professor, Nursing  
B.S.H.C.M., University of La Verne; M.S.N., California State University, Dominguez Hills; Ed.D., Pepperdine University. At Riverside Community College since 1996.

KNECHT, JASMINKA  
Instructor, Music  
B.M., Zagreb Music Conservatory, Croatia; M.M., Andrews University. At Riverside Community College since 2004.

KNIFE, THEODORE  
Associate Professor, Psychology  
B.A., University of Arizona; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 1987.

KOBZEV-A-HERZOG, ELENA V.  
Associate Professor, Spanish/Russian  
M.A., Teacher’s University of Moscow. At Riverside Community College since 1992.

KREITNER, LANI K.  
Associate Professor, English  
B.A., Southern College; M.A., La Sierra University. At Riverside Community College since 2000.

KROSS, C. SUE  
Associate Professor, Nursing  
A.A., East Los Angeles College; B.S.N., California State College, San Bernardino; M.S.N., California State University, Los Angeles; Ed. D., Nova Southeastern University. At Riverside Community College since 1980.

LA CA VA, WILMA  
Associate Professor, Nursing  
A.A., Riverside Community College; B.S.N., California State College, San Bernardino; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 1996.

LACY, LINDA L.  
Interim President, Riverside City College  
Associate Professor, Physical Education  
B.S., Oklahoma State University; M.S., Central State University; Ed.D., Oklahoma State University. At Riverside Community College since 1986.

LEGNER, MARY  
Associate Professor, Mathematics  
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College since 1996.

LEHR, JANET  
Associate Professor, Computer Applications and Office Technology  
B.A., M.A., University of California, Riverside. At Riverside Community College since 2000.

LEHR, MARK  
Associate Professor, Computer Information Systems  
B.S.A.E.; M.B.A., Northrop University; M.S.E., California Polytechnic University, Pomona; M.S.; Ph.D., University of California, Riverside. At Riverside Community College since 1998.

LEIFER HARTSTON, GLORIA  
Associate Professor, Nursing  
B.S., Hunter College of City University of New York; M.A., Columbia University, New York. At Riverside Community College since 1990.

LESCH, JACQUELINE  
Instructor, Library Services  
B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College since 2005.

LEUNG, JULIANA B.Y.  
Associate Professor, Art  
B.A., Scripps College, Claremont; M.A., University of California, Riverside. At Riverside Community College since 1998.

LOCKE, GARY  
Associate Professor, Music  
B.M., University of Redlands. At Riverside Community College since 1984.

LOMAYESVA, DWIGHT  
Associate Professor, History  
B.S., University of Arizona; B.S., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College since 1974.

LONGWAY, MARK  
Instructor, Counseling (EOPS)  
B.A., California State University, Fullerton; M.A., National University. At Riverside Community College since 2006.

LOVELACE, ALLAN  
Associate Professor, Journalism  
B.A., Clinch Valley College of the University of Virginia; M.A., Ball State University. At Riverside Community College since 1996.

LOVERIDGE, KELLY  
Associate Professor, Counseling  
B.A., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College since 1999.

LOWDEN, CLARA  
Associate Professor, Physical Education  
B.S., California State Polytechnic University, Pomona; M.A., California State University, Long Beach. At Riverside Community College since 1991.

LOWRY, STEPHANIE  
Assistant Professor, Nursing  
B.S.N. Loma Linda University; M.S.N., California State University, Long Beach. At Riverside Community College since 2001.

LYONS, ANN MARIE  
Associate Professor, Mathematics  
A.S., Citrus Community College; B.S., M.S., University of California, Riverside. At Riverside Community College since 1988.
MacDOUGALL, DIANA E. Associate Professor, American Sign Language
Cl, CT, National Registry of Interpreters for the Deaf. M.A., University of California, Riverside. At Riverside Community College since 1997.

MAGHROORI, RAY Vice Chancellor, Academic Affairs
B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College since 2001.

MAHON, RICHARD Associate Professor, Humanities
AS., West Valley College. B.A., Ph.D., University of California, Santa Cruz. At Riverside Community College since 1998.

MARISCAL, BARBARA Assistant Professor, Cosmetology
Cosmetology License, Cerroitos College. Instructor’s License and AS., Riverside Community College. At Riverside Community College since 2000.

MARTINEZ, DANIEL Associate Director, Institutional Research
B.S., Loma Linda University; M.A., California State University, San Bernardino; Ph.D., Claremont Graduate University. At Riverside Community College since 2000.

MARTINEZ-FLORES, MARILYN Dean of Academic Support
B.A., University of California, Riverside; M.A., University of California, Los Angeles; Ph.D., University of California, Riverside. At Riverside Community College since 2005.

MASON, DAYNA PETERSON Associate Professor, Art
B.A., M.A., Purdue University. At Riverside Community College since 1989.

MASTERS, ROMULUS Associate Professor, Philosophy
B.A., University of Chicago; M.A., Ph.D., University of California, Riverside. At Riverside Community College since 2000.

MATSOS, PETER Assistant Professor, Psychology

MAYES, KEVIN A. Associate Professor, Music
B.A., California State University, San Bernardino; M.A., University of California, Riverside. At Riverside Community College since 1996.

McCARRON, JAMES Instructor, Physical Education
B.A., University of California, Los Angeles; M.A., Azusa Pacific University. At Riverside Community College since 2006.

McCROSKEY, PAULA District Dean, Disabled Student Programs and Services
B.S., M.Ed., University of Georgia. At Riverside Community College since 1985.

McKEE-LEONE, VIRGINIA Dean of Instruction, Academic Affairs, Associate Professor, Biology/Health Science
B.S., M.A., Loma Linda University. At Riverside Community College since 1989.

McLEOD, SCOTT W. Associate Professor, Computer Information Systems
B.S., Loyola Marymount University; M.A., University of California, Los Angeles. At Riverside Community College since 1992.

MEIER, BARRY District Dean, Physical Education and Athletics
Associate Professor, Physical Education
B.S., California State Polytechnic University, Pomona; M.A., Chapman College. At Riverside Community College since 1980.

MEYER, MICHAEL Associate Professor, English
B.A., M.A., California State University, Sonoma. At Riverside Community College since 1986.

MILLS, SUSAN Associate Professor, Mathematics
B.S., University of North Carolina, Chapel Hill; M.S., University of California, Los Angeles. At Riverside Community College since 1991.

MOGHADDAM, MOHAMMAD Director, Hospitality and Culinary Arts Programs
B.S., New York Institute of Technology; M.S., Florida International University. At Riverside Community College since 2003.

MONCREIFF, MELVIN Instructor, Nursing
B.S.N., California State University, San Bernardino; Nurse Practitioner Certification Gerontology and Neuropsychiatry, M.S.N., University of California, Los Angeles. At Riverside Community College since 2006.

MOODY, DAVID S. Associate Professor, Mathematics
B.S., Loma Linda University; M.S., University of California, Riverside. At Riverside Community College since 1988.

MOORES, PAUL Assistant Professor, Library Services
B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College since 2003.

MORAILLES, GERBER Associate Professor, Mathematics
B.S., Sonoma State University; M.S., California State University, Hayward. At Riverside Community College since 1998.

MORRILL, CYNTHIA Assistant Professor, English
B.A., M.L.I.S., University of California; Ph.D. University of California, Riverside. At Riverside Community College since 2001.

MOWREY, JODI L. Assistant Professor, American Sign Language
B.A., California State University, Northridge; M.A., University of California, San Diego. At Riverside Community College since 2004.

NELSON, DAVID Associate Professor, Theater Arts

NELSON, LEE Assistant Professor, Nursing
A.S.N., San Bernardino Valley College; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College since 2001.

NG, REBECCA Assistant Professor, Library Sciences
B.A., Tamkang University, Taipei, Taiwan; M.L.S., University of Hawaii. At Riverside Community College since 1995.

O’CONNELL, PAUL Assistant Professor, Automotive Technology
Toyota T10 Instructor Credential. At Riverside Community College since 1998.

O’NEILL, TERRENCE J. Associate Professor, Physics
B.S., MS., Ph.D., University of California, Riverside. At Riverside Community College since 1987.

OKAMURA, CINDY M. Assistant Professor, English
OSGOOD-TRESTON, BRIT  Associate Professor, English  
B.A., M.A., Chapman University; Ed.D., University of Southern California. At Riverside Community College since 1998.

PARDEE, RONALD  Professor, Management  
A.A., Riverside Community College; B.S., California Polytechnic University, Pomona; M.A., California State College, San Bernardino; Ed.D., University of La Verne. At Riverside Community College since 1978.

PARKER, AL  Associate Professor, History  
B.A., M.A., University of California, Los Angeles. At Riverside Community College since 1969.

PEREZ, RICARDO  Vice President, Student Services  
B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills; Ed.D., University of California, Los Angeles. At Riverside Community College since 2006.

PESAH, SAMUEL  Instructor, Italian  

PFENNINGER, MICHELE  Associate Professor, English  
B.A., M.A., Loma Linda University. At Riverside Community College since 1990.

PETRO, JOHN  Associate Professor, Mathematics  
B.S., MS., California State University, Fresno. At Riverside Community College since 1991.

PLEASANTS, JOAN C.  Professor, Chemistry  
B.S., University of California, Los Angeles; M.S., University of California, Riverside. At Riverside Community College since 1966.

QUIN, CAROLYN  Dean, Riverside School for the Arts, Associate Professor, Music  
B.A., Millsaps College; M.M., University of Arkansas; Ph.D., University of Kentucky. At Riverside Community College since 1996.

RAMOS, ROSA  Assistant Professor, Counseling  
B.A., M.A., California State University, San Bernardino. At Riverside Community College since 2000.

REID, MIGUEL  Instructor, English as a Second Language  
B.A., M.A., California State University, San Bernardino. At Riverside Community College since 2004.

REYES, ERNESTO  Instructor, Mathematics  
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College since 2007.

RICHARD, CHARLES  Associate Professor, Music  
A.A., Riverside Community College; B.M., M.A., California State University, Los Angeles. At Riverside Community College since 1990.

RODAN, RICHARD A.  Assistant Professor, Automotive Technology  
Ford ASSET Instructor Credential. At Riverside Community College since 1998.

RODRIQUEZ, NICHOLAS  Assistant Professor, Cosmetology  
A.S., Citrus College. At Riverside Community College since 2002.

ROGERS, DENNIS A.  Associate Professor, Physical Education  
B.A., California State Polytechnic University, Pomona; M.S., Azusa Pacific College. At Riverside Community College since 1989.

ROMERO, CLARENCE  Associate Professor, Psychology  
A.A., San Bernardino Valley Community College; B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College since 1987.

ROSARIO, JOHN A.  Associate Professor, Anatomy/Physiology  
B.A., Columbia Union College; M.A., Ph.D., Loma Linda University. At Riverside Community College since 1989.

ROTELLA, SALVATORE G.  Chancellor  
B.A., Hunter College; M.A., Ph.D., University of Chicago. At Riverside community College since 1992.

ROWE, PHYLLIS L.  Associate Professor, Nursing  
B.S.N., University of Illinois; ANP., M.S.N., California State University, Long Beach. At Riverside Community College since 1968.

RUlZ, ROGELIO  Associate Professor, Mathematics  
B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College since 1986.

RUlZ, RONALD  Associate Professor, Psychology  
A.A., Imperial Valley College; B.A., M.A., University of California, San Diego. At Riverside Community College since 1996.

SANCHEZ, MARC  Instructor, Mathematics  
B.S., University of Puerto Rico, Mayaguez; M. Phil. State University of New York, Stony Brook. At Riverside Community College since 2005.

SANDOVAL, CHRISTINE  Associate Professor, English  
B.A., M.A., University of California, Riverside. At Riverside Community College since 1998.

SANDOVAL, VICTOR  Instructor, Reading  
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.S., California State University, Fullerton. At Riverside community College since 2006.

SARKIS, ROSEMARIE  Associate Professor, French  
BA., St. Joseph University; M.A., California State University, Fullerton. At Riverside Community College since 1996.

SCHALL, JANICE  Coordinator, International Education  
Associate Professor, Sociology  
B.A., M.A., University of California, Riverside. At Riverside Community College since 1971.

SCHINKE, WARD  Associate Professor, Political Science  
B.S., University of Wisconsin, Green Bay; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College since 1998.

SCHLUETTFEGNER, PATRICK  Vice President, Academic Affairs  
B.A., Loyola; M.A., California State University, Northridge; M.A., Ed.D., University of San Diego. At Riverside Community College since 2007.

SCHUTTE, DONNA K.  Associate Professor, Nursing  
B.S.N., Pennsylvania State University; M.S.N., Saint Louis University; D.N.Sc., University of San Diego. At Riverside Community College since 1987.
SELL, KATHLEEN  Associate Professor, English  B.A., University of California, Riverside; M.A., Ph.D., Claremont Graduate University. At Riverside Community College since 1996.

SELICK, MARK  Instructor, Physical Education  A.A., Glendale Community College; B.A., University of California, Berkeley; M.A., Ph.D., University of California, Irvine. At Riverside Community College since 2006.

SEMONELLA, JOAN  Associate Professor, Speech Communication  B.A., Holly Names College; M.A., University of California, Santa Barbara; Ph.D., University of California, Los Angeles. At Riverside Community College since 1992.

SENGUAR, JOHN  Assistant Professor, Cosmetology  Bachelor of Theology, Sacramento Theological Seminary and Bible College. At Riverside Community College since 2001.

SHAW, TERRENCE  Associate Professor, Anatomy/Physiology  A.A., Orange Coast College; B.A., M.A., Loma Linda University. At Riverside Community College since 1990.

SIGLOCH, STEVEN M.  Associate Professor, Physical Education  B.S., University of Utah; M.A., Azusa Pacific University. At Riverside Community College since 1998.

SLOCUM, DAVID R.  Assistant Professor, Automotive Technology  Certificate Automotive Technology, Riverside Community College. Teaching Credential, Cal State San Bernardino. ASE Master Technician. BAR Certified Instructor. At Riverside Community College since 2001.

SMITH, HEATHER  Assistant Professor, Biology  B.S., University of Utah, M.S., University of California, Davis; Ph.D., University of California, Riverside. At Riverside Community College since 2002.

SMITH, JOHN  Instructor, Physical Education  B.S., Dominican University; M.A., Azusa Pacific University. At Riverside Community College since 2004.

SMITH, KATIE M.  Associate Professor, Reading  B.A., Western Michigan University; M.A., Michigan State University. At Riverside Community College since 1988.

SOLORZANO, DIANE  Associate Professor, English  A.A., Rio Hondo College; B.A., California State University, San Bernardino; M.A., California State University, Fullerton; Ph.D., Capella University. At Riverside Community College since 1996.

SOMASUNDARAM, SIVAJAH  Instructor, Mathematics  B.C.M.S.; Ph.D., University of Waikato, New Zealand. At Riverside Community College since 2006.

SPANGLER, JASON  Instructor, English  B.A., California State University, Chico; M.A., University of California, Riverside; Ph.D., University of California, Riverside; TESOL Certificate University of California, Riverside. At Riverside Community College since 2005.

ST. PETERS, SUSAN A.  Assistant Professor, English  B.A., M.A., California Polytechnic University, San Luis Obispo. At Riverside Community College since 2001.

STEARNS, FRANK  Associate Professor, Accounting  A.A., Riverside Community College; B.S., California State Polytechnic University, Pomona. At Riverside Community College since 1992.

STOABS, CARLA  Associate Professor, English/English as a Second Language  B.A., M.A., California State University, Long Beach. TESOL Certificate, University of California, Irvine. At Riverside Community College since 1995.

STONE, RACHEL  Associate Professor, American Sign Language  B.A., Gallaudet University; M.Ed., Western Maryland College; Ph.D., Gallaudet University. At Riverside Community College since 2001.

STONEBREAKER, LINDA A.  Associate Professor, Reading  B.A., San Diego State University; M.A., University of California, Riverside. At Riverside Community College since 1998.

SUZUKI, TAKASHI  Associate Professor, Japanese  B.A., Sophia University; M.Ed., Arkansas Tech University; Ph.D., The University of Texas at Austin. At Riverside Community College since 1996.

TAUBE, RHONDA  Instructor, Art  B.A., M.A., Northern Illinois University; M.A., University of California, San Diego. At Riverside Community College since 2005.

TEDESCO, AUGUST  Assistant Professor, Telecommunications  Community College Credential. At Riverside Community College since 1991.

THOMAS, SYLVIA A.  Associate Vice Chancellor, Instruction  B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College since 1988.

THOMPSON, OLIVER  Associate Professor, Administration of Justice  A.A., Riverside Community College; B.S., California State University, Los Angeles; M.A., D.P.A., University of Southern California. At Riverside Community College since 1999.

TITUS, PATRICK  Associate Professor, Counseling  A.A., Riverside Community College; B.A., San Jose State University; M.A., University of Redlands. At Riverside Community College since 1986.

TJANDRA, MARGARET  Associate Professor, English/English as a Second Language  B.A., M.A., Southern Illinois University. At Riverside Community College since 1989.

TORRE, SANDRA  Instructor, Computer Applications and Office Technology  B.S., Wichita State University; M.B.A., California State University, San Bernardino. At Riverside Community College since 2005.

TORRES, DAVID  District Dean, Institutional Research  B.A., M.A., California State University, Fullerton. At Riverside Community College since 1993.

TRUTTMAN, LEO  Instructor, Chemistry  University of Fribourg, Switzerland. At Riverside Community College since 2005.

TUTOR, PATRICIA T.  
Associate Professor, Nursing  
A.D.N., Riverside Community College; B.A., University of California, Riverside; M.S.N., California State University, Dominguez Hills; Ed.D., University of Southern California. At Riverside Community College since 2000.

ULLOA, YURI  
Assistant Professor, Automotive Technology  
A.S., Chaffey College. At Riverside Community College since 2001.

URQUIZU, LINDA  
Associate Professor, Library Services  
B.S., University of California at Riverside; M.L.S., University of California at Los Angeles. At Riverside Community College since 1990.

VANT HUL, TAMMY  
Assistant Professor, Nursing  
A.D.N., Riverside Community College; B.S.N., Loma Linda University; M.S.N., University of California, Los Angeles. At Riverside Community College since 2002.

VINCENT, EUGENIA E.  
District Dean, Student Financial Services  
B.S., Clark-Atlanta University; M.A., University of Southern California. At Riverside Community College since 1988.

VITO, RON A.  
Associate Vice Chancellor, Occupational Education  
B.S., Rowan University; M.A., California State University, San Bernardino. At Riverside Community College since 1995.

WARREN, ROGER  
Assistant Professor, Cosmetology  
Community College Credential. At Riverside Community College since 1995.

WAXMAN, DAVID  
Associate Professor, Physical Education  
B.S., M.S., University of California, Los Angeles; Ed.D., University of Southern California. At Riverside Community College since 1975.

WESTBROOK, PETER  
Assistant Professor, Cosmetology  
A.A., Instructor Credentials Riverside Community College. At Riverside Community College since 2000.

WHITE, JOSEPH  
Associate Professor, Administration of Justice  
B.A., California State University, Long Beach; M.A., California State University, Fullerton. At Riverside Community College since 1981.

WHITE, VIRGINIA  
Instructor, Biology  
B.S., Wake Forest University; Ph.D., University of California, Riverside. At Riverside Community College since 2005.

WIGGS, MICHERRI  
Instructor, Speech Communication  
A.S., Riverside Community College, Riverside; B.A., California State University, San Bernardino. M.A., California State University, Los Angeles. At Riverside Community College since 2005.
FACULTY EMERITI

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Hilda Attride, Professor Emerita, English
Jo Ann Bailey, Professor Emerita, Library Services
Theodore Banks, Professor Emeritus, Physical Education
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Ron McPherson, Professor Emeritus, Computer Information Systems
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Geraldine Woods, Professor Emerita, Anthropology
Gordon R. Woolley, Jr., Assistant Superintendent Emeritus and Business Manager
Cornelia Wyldestar, Professor Emerita, Reading
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RIVERSIDE COMMUNITY COLLEGE DISTRICT
4800 Magnolia Avenue
Riverside, CA 92506
(951) 222-8000

The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside Community College
Name of School

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4800 Magnolia Avenue, Riverside, CA 92506-1299
Address

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June 2007
Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

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Vice Chancellor of Academic Affairs