

# CATALOG



2022-2023

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RIVERSIDE CITY COLLEGE**

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*Chancellor*  
*Riverside Community College District*

Gregory Anderson, Ed.D.,  
*President*  
*Riverside City College*

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# INFORMATION PAGES



## MESSAGE FROM THE PRESIDENT

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Welcome to Riverside City College, where distinguished faculty members and highly-skilled classified professionals are committed to helping you achieve your goals. Whether your plans include transferring to a four-year university, training for a career, or gaining new skills that prepare you for more success, Riverside City College is your ideal choice.

RCC's eight instructional pathways, each with an academic engagement center, offer resources and a dedicated success team who will guide you toward completing a degree or certificate. That team--and everyone else throughout the college--will help prepare you for the next steps in your education or career.

Your opportunities for engagement include 18 high-performing athletics teams, nearly 50 clubs, a highly-decorated Model United Nations program, world-class arts, and state-of-the-art career education programs. Specialized efforts like the Veteran Resource Center, Disability Resource Center and Guardian Scholars Foster Youth Support Program welcome and support every student's success.

In addition, you'll find programs and resources designed to overcome financial and academic challenges, including our Promise Program, scholarships, a network of integrated academic support, and advising.

Connections with educational partners provide opportunities for students in high school to advance your knowledge and strengthen your academic position.

We are committed to supporting the region through the development of partnerships with businesses and organizations that are dedicated to your success. These collaborations are designed to generate internships and on-the-job experiences that in combination with your classwork, prepare you to contribute to our region's economy and strengthen our civic society.

On behalf of the faculty, classified professionals and administration, it gives me sincere pleasure to welcome you to Riverside City College. Each of us is ready to guide you on your path to greatness!

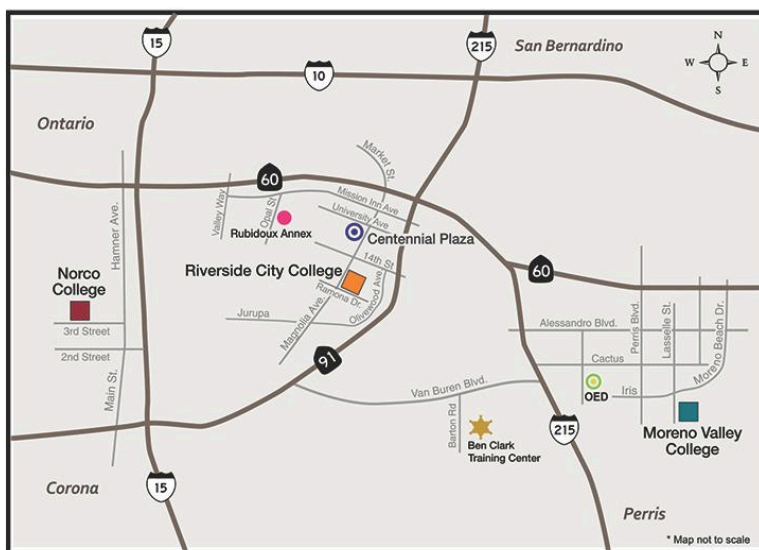
Please accept my invitation to join me during my scheduled open office hours. Visit <http://rcc.edu/about/presidents-office.html> to see the current schedule or call (951) 222-8804 for additional information. I look forward to meeting you!

Gregory Anderson, Ed.D.  
President





Riverside City College  
 4800 Magnolia Avenue • Riverside, CA 92506-1299  
 (951) 222-8000 • [www.rcc.edu](http://www.rcc.edu)



- **Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100
- **Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000
- **Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000
- ★ **Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 571-6300
- **RCCD Office of Economic Development (OED)**  
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 Riverside, CA 92518  
 (951) 571-6474
- **Rubidoux Annex**  
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 Jurupa Valley, CA 92509  
 (951) 328-3790
- ⊙ **Centennial Plaza:**  
 Center for Social Justice and Civil Liberties  
 3855 Market Street  
 Riverside, CA 92501
- RCC Culinary Arts Academy & RCCD District Offices**  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8800
- RCC Coil School for the Arts**  
 3890 University Avenue  
 Riverside, CA 92501

\* Map not to scale

## RIVERSIDE CITY COLLEGE ADMINISTRATION

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*President*

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*Assistant Director,  
Student Financial Services*

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*Director,  
Athletics*

Vacant  
*Director,  
Athletics Compliance*

## RIVERSIDE COMMUNITY COLLEGE DISTRICT FEE SCHEDULE

Fee Type	Amount
Enrollment Fee	\$46 per unit
Nonresident Surcharge <sup>1</sup>	\$332 per unit
Out of Country Surcharge <sup>2, 3</sup>	\$16 per unit
Health Services Fee <sup>4</sup>	\$20 Fall & Spring Terms \$17 Summer & Winter Terms
Student Services Fee <i>Can be waived if Student Services Fee Waiver is submitted to Student Activities office before last day to add course</i>	\$20 Fall & Spring Terms \$10 Summer & Winter Terms
Parking Permit: Auto <sup>4, 5</sup> <i>Parking in student lots only. If eligible for a refund student must return the permit to Parking Services immediately</i>	\$50 or \$30 CCPG Fall & Spring Terms \$25 Summer Term \$0 Winter Term
Parking Permit: Motorcycle <sup>4, 5</sup> <i>Parking in student lots only</i>	\$15 Fall, Spring, & Summer Terms \$0 Winter Term
Transportation Fee <i>Allows the use of the College ID Card as an RTA bus pass. (See website for more information)</i>	To Be Determined
Audit Fee	\$15 per unit
Transcript <sup>6</sup> <i>First two transcripts free (see website for more information)</i>	\$7 per transcript; processing: 3-4 business days \$17 per transcript; processing: 1 business day \$20 per transcript; processing: same day
Unofficial Transcript <i>Unofficial transcripts can be accessed free of charge through MyPortal/ WebAdvisor</i>	\$1
Duplicate Diploma	\$2
Non-Sufficient Funds/Stop Payment Fee	\$20
Instructional Fees and/or Instructional Materials Fees	Fees are listed in applicable course descriptions

**NOTE: Fees may change without notice. Stop payment or insufficient funds will incur a \$20 service processing fee.**

<sup>1</sup> Plus Enrollment Fee

<sup>2</sup> Plus Enrollment Fee and Nonresident Surcharge

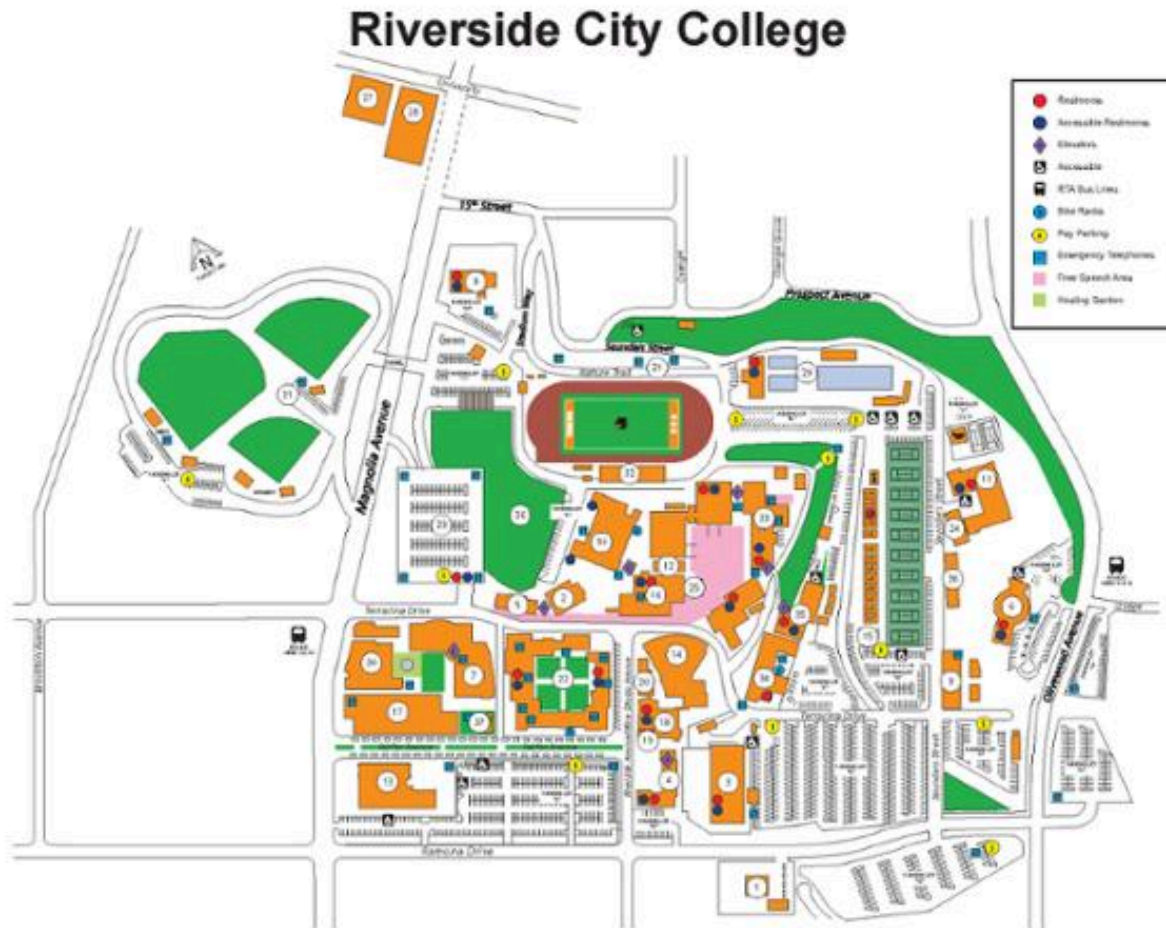
<sup>3</sup> Nonrefundable

<sup>4</sup> Nonrefundable if student drops all classes after the refund deadline

<sup>5</sup> If eligible for a refund student must return the permit to Parking Services immediately

<sup>6</sup> Additional delivery fees may apply

# RIVERSIDE CITY COLLEGE MAP



- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>1. Alumni House – 3564 Ramona Drive<br/>• RCCD Foundation</li> <li>2. Art</li> <li>3. Automotive Technology</li> <li>4. Business Education (Alan D. Pauw)<br/>• Mailroom/Admin Service Center</li> <li>5. Ceramics</li> <li>6. Cosmetology</li> <li>7. Digital Library &amp; Learning Resource Center (Salvador G. Roteña)<br/>• City Grill Express Food Services<br/>• Dean, Student Success &amp; Support<br/>• Glenn Hunt Center for Teaching Excellence<br/>• Guardian Scholars Engagement Center<br/>• LHSS Academic Engagement Center<br/>• Study Abroad Office<br/>• Technology Support Services<br/>• World Languages Lab</li> <li>8. Early Childhood Education</li> <li>9. Facilities, Maintenance &amp; Operations</li> <li>10. Gymnasium (Arthur N. Wheelock)<br/>• Athletics<br/>• Student Athlete Engagement Center<br/>• Fitness Room</li> <li>11. Gymnasium (Catherine S. Huntley)</li> <li>12. Journalism/Viewpoints</li> <li>13. Kane Student Services &amp; Administration Building (Dr. Charles A. Kane)<br/>• Academic Affairs<br/>• Admissions &amp; Records<br/>• Auxiliary Business Services/Cashier<br/>• Business Services<br/>• CalWORKs<br/>• Career &amp; Transfer Center<br/>• Counseling<br/>• Disability Resource Center</li> </ul> | <ul style="list-style-type: none"> <li>• Extended Opportunities Programs &amp; Services (EOPS/CARE)</li> <li>• Financial Aid</li> <li>• President's Office</li> <li>• Student Employment Services</li> <li>• Student Financial Services</li> <li>• Student Services</li> <li>• Transcripts</li> <li>• TRIO – Student Support Services</li> <li>• Veterans' Resource Center</li> <li>• Welcome Center</li> <li>14. Landis Performing Arts Center</li> <li>15. Lovelin Complex<br/>• College Safety &amp; Police (L1-3)<br/>• Gateway to College (L4-9)<br/>• Tennis (L10)<br/>• Tennis Courts<br/>• Photo Lab &amp; Studio (L12-14)</li> <li>16. Martin Luther King Jr. High Tech Center<br/>• Center for Communication Excellence<br/>• Math Center<br/>• STEM/Fine &amp; Performing Arts Academic Engagement Center<br/>• Tutorial Services<br/>• Writing &amp; Reading Center</li> <li>17. Math &amp; Science Building<br/>• Dean, STEM</li> <li>18. Music</li> <li>19. Music Annex</li> <li>20. Music Hall (Richard M. Stover)<br/>• Dean, Fine and Performing Arts<br/>• Marching Tigers</li> <li>21. Nature Trail (Adene &amp; Robert F. Richard)</li> <li>22. Quadrangle (Arthur G. Paul)<br/>• Art Gallery<br/>• Dean, Languages, Humanities &amp; Social Sciences (LHSS)</li> </ul> | <ul style="list-style-type: none"> <li>• Honors Study Center</li> <li>23. Parking Structure</li> <li>24. Plates Studio (Eleanor H. Crabtree)</li> <li>25. Planetarium (Robert T. Dixon)</li> <li>26. Practice Field</li> <li>27. RCC Coll School for the Arts – 3690 University Ave.</li> <li>28. RCC Culinary Arts Academy – 3601 Market St.</li> <li>29. Riverside Aquatics Complex</li> <li>30. School of Nursing</li> <li>31. Sports Complex (Samuel C. Evans)<br/>• Baseball Field<br/>• Softball Field (Ab Brown)</li> <li>32. Stadium (Arthur N. Wheelock)<br/>• Weight Room</li> <li>33. Student Center (Ralph H. Bradshaw)<br/>• ASRCC Student Government<br/>• Bookstore<br/>• City Grill Food Services<br/>• Dean, Student Life<br/>• Food Pantry<br/>• Hall of Fame<br/>• Student Health and Psychological Services<br/>• Heritage Room<br/>• La Casa Cultural Engagement Center<br/>• Student Activities<br/>• Umoja Cultural Engagement Center</li> <li>34. Technology A<br/>• CTE Academic Engagement Center<br/>• Dean, Career &amp; Technical Education</li> <li>35. Technology B<br/>• International Students and Programs Center<br/>• Printing &amp; Graphics Center</li> <li>36. Warehouse</li> <li>37. Outdoor Plant Laboratory<br/>• Greenhouse</li> </ul> |
|---|---|---|

Updated 03/21



# GENERAL INFORMATION





## MISSION STATEMENT

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Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment.

## VISION

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Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future.

## TIGER PRIDE VALUES

---

**Tradition and Innovation:** We work collaboratively to develop flexible and creative solutions to meet the evolving needs of our community and embrace change while respecting our tradition and legacy of strong partnerships.

**Integrity and Transparency:** We promote an environment of trust by being honest, fair, transparent, and equitable. We honor our commitments to our students, staff, and communities.

**Growth and Continuous Learning:** We commit to intellectual inquiry, reflection, professional development, and growth for all stakeholders. We adjust our teaching practices to provide equitable opportunities and outcomes and to encourage continual learning for our students, faculty, and staff.

**Equity-Mindedness:** We promote social justice and equity.

**Responsiveness:** We respond to the needs of our students and communities through engagement and collaboration.

**Student-Centeredness:** We create meaningful learning environments that value the strengths and experiences our students bring and that support students in developing and accomplishing their personal, education, and career goals.

Approved by Board of Trustees on 1-21-2020

## GOALS

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### I. Student Success

- 1.1 Increase the college going rate by 3% annually in order to increase attainment of living wages in our community.
- 1.2 Reduce equity gaps by 40% in 5 years, by removing barriers in the onboarding process (including access to programs and services) through cultural proficiency training and targeted interventions

based on disaggregated student equity data.

- 1.3 Increase percent of students eligible for financial aid who receive aid by at least 2% per year.

1.4 In order to shorten the time to completion and improve college going rates, the college will increase number (headcount) of high school student participation in dual enrollment programs (inclusive

of CCAP, middle college, and concurrent enrollment) 5% annually.

### 2. Student Success

- 2.1 Increase by at least 20% year over year the number of RCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skills sets.
- 2.2 Increase by 20% year over year the number of RCC students transferring annually to a UC, CSU, private college, or out of state public or private institution.
- 2.3 Increase the percent of exiting students who report being employed in their field of study by 3.5% year over year, an increase of 10%, median earnings 9.75% each year, and the number of those earning a living wage by 9.75% each year.
- 2.4 Through targeted interventions based on disaggregated student equity data, shorten the time to completion for part-time students from 6 to 4 years, and full-time students from 6 to 3 years.
- 2.5 Increase number of students who complete both transfer-level math and English in first year by at least 20% annually.
- 2.6 The institution set standard for course success is 66% per year and the goal is to improve 1% a year from the new baseline of 67.3% in the 16-17 AY.
- 2.7 Ensure number of units for degrees does not exceed 15% above required number of units.
- 2.8 For each of the objectives above, decrease equity gaps by 40% in 5 years and eliminate within 10 years by providing cultural proficiency training for faculty and academic support staff, and by providing integrated academic support, and discipline-specific pedagogical practices for improved student outcomes at the curricular level.

### 3. Institutional Effectiveness

- 3.1 Ensure that all decision making, processes, and outcomes are aligned with the college's mission and goals and governance structures by regular review of college policies, plans and processes.
- 3.2 Facilitate accountability, transparency, and evidence-based discussion in decision making to improve trust by regularly publishing plans, reports and outcomes data.
- 3.3 In order to maintain fits funding, and to meet the needs of students, attain a college-level efficiency average of 595 (WSCH/FTEF) by providing disciplines with their specific efficiency targets and the tools to meet those.
- 3.4 Provide cultural proficiency training and comprehensive data coaching to support evidenced based discussion and development of strategies to help disciplines, departments and service areas meet equity goals.
- 3.5 Provide a framework and tools to recognize excellence and sharing and implementing of best practices across disciplines, departments and service areas to create an environment in which students, faculty, and staff feel supported and valued.
- 3.6 Improve communication strategies internally by providing framework and tools to streamline and prioritize messaging, and with the communities we serve through robust marketing strategies.

#### **4. Resource Development and Allocation**

- 4.1 Efficiently manage existing resources to support the ongoing academic and student support programs, and strategically develop external revenue sources to maximize the resources available to support student learning and success. (Target: 30% of overall budget will be from external revenue sources.)
- 4.2 Refine the Budget Allocation Model (BAM) grounded on principles of equity, transparency, and fairness to be implemented by Fall 2020, that is annually reviewed, assessed and updated.
- 4.3 Revise and implement a strategic enrollment management plan that integrates student need, success and access goals with financial planning by Fall 2020 that is annually reviewed, assessed and updated.
- 4.4 Implement the Technology Plan to ensure relevant investment in state-of-the-art technologies to enhance data-informed decision making, programs, services, and operations. that is annually reviewed, assessed and updated.
- 4.5 Maintain a healthy and safe environment for students, faculty, and staff, by developing a process through which the college can be responsive to any health and safety recommendations.
- 4.6 Revise and implement the HR Plan, by Fall 2020, with specific goals to recruit and hire diverse faculty and staff to support student success that is annually reviewed, assessed and updated.
- 4.7 Provide annual Facilities Plan updates and fully integrate the Total Cost of Ownership principles for existing and future design of facilities.

#### **5. Community Engagement**

- 5.1 Enhance and maintain partnerships with the community's K-12 districts, universities, and other regional partners by acitively participating in collaborative groups to increase equitable student success and completion at all levels.
- 5.2 Expand work with local business and CTE advisory groups to ensure that the college's educational programs provide the necessary skills that lead to living wage employment opportunities.
- 5.3 Continue providing programs and services that are responsive to and enrich the community.
- 5.4 Collaborate with the RCCD Foundation to ensure the continuation and growth of philanthropy to enhance educational programs and student support services at RCC.



## ACADEMIC FREEDOM

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

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression.

"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 full 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."

This position aligns with Title 5 section 51023, accreditation standards, and Board Policy 2030.

## ACCREDITATION

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Riverside City College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), 1331 J Street, Suite 200, Sacramento, CA 95814. (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Riverside City College 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 other colleges and universities give full credit for appropriate courses completed at Riverside City College within the Riverside Community College District.

## ACADEMIC YEAR

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The academic year consists of fall and spring semesters, which extend from August to June, plus winter and summer sessions that begin in January and June, respectively. The calendar for the 2022-2023 academic year appears in the front of the catalog. Courses offered during the various terms are similar in scope and maintain equivalent standards.

## PROGRAM LENGTH

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Courses that are part of the requirements for Associate in Science or Associate in 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

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Individuals who meet any one of the following criteria are eligible to attend the three colleges of 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 eligible high school students in grades 11 and 12, who have been approved for concurrent enrollment in both high school and college
- OR**
- Are eligible high school students in grades 9-12 who have been identified and approved by their high school as a dual enrollment student
- OR**

- Are international students who have satisfied specific international student admissions requirements by a specified deadline

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

### 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 5 of the California Administrative Code.

### High School/Concurrent Enrollment

Effective Fall 2015, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for “advanced scholastic or vocational work,” and must be identified as a special part-time or full-time student.
2. Students may be admitted as a special part-time or full-time student if:
  - (a) The class is open to the general public, and
  - (b) The student is currently enrolled in grades 11-12.

Students are required to submit the Riverside City College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, contact [DualEnrollment@rcc.edu](mailto:DualEnrollment@rcc.edu) or call (951) 222-8600.

All approved special part-time and full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for Winter/Summer terms. High school students are not allowed to take physical education classes.

### High School/Dual Enrollment

Effective Fall 2018, eligible high school students who have been selected by their respective high schools to participate will be able to take RCC courses on their high school campuses as part of the College and Career Access Pathways (CCAP) program per AB288 guidelines.

Established in Fall 2006, eligible high school students at Rubidoux High School in the Jurupa Unified School District who have been selected by the high school to participate may

enroll in RCC courses offered at the Rubidoux Annex as part of the Rubidoux Early College High School (RECHS) program.

Dual Enrollment students are required to complete the Riverside City College online admission application and the appropriate School/Parent Approval Form by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, contact [DualEnrollment@rcc.edu](mailto:DualEnrollment@rcc.edu) or call (951)222-8600. Students will register at their high schools with RCC staff. High school students are not allowed to take physical education classes.

## ADMISSIONS AND REGISTRATION OF STUDENTS

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### Admissions Application

Students need to apply if:

- They have never been a student at any of the Riverside Community College District colleges,  
**OR**
- They have not been in attendance at any RCCD college during the prior major term (fall or spring only),  
**OR**
- They submitted an application for a future term and wish to attend a current one.

*Please note students no longer need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).*

Online applications can be submitted at [www.rcc.edu](http://www.rcc.edu) and take approximately 24 hours to process (excluding weekends and holidays). For information on application deadlines, visit the Admissions and Records office or RCC webpage at [www.rcc.edu](http://www.rcc.edu). You may also email [admissionsriverside@rcc.edu](mailto:admissionsriverside@rcc.edu). Computers and assistance are available in the Welcome Center.

### Home College

Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City and in doing so establishes it as their “Home College.” Applicants will choose their program of study/major from those offered at the Home College as well as receive services (counseling, financial aid, Veterans support, EOPS, CalWORKs, and Student Support Services) at that location.

Applicants to one college are permitted to register for courses offered at all three colleges. All coursework completed, regardless of location, will appear on one academic record.

**Important - Special programs require a supplemental application process. Please contact the special program for the application process.**

### Schedule of Classes

The Schedule of Classes is available online at <http://www.rcc.edu/academics/class-schedule.html>. Open classes can be viewed on MyPortal/WebAdvisor approximately six to eight weeks before the term begins by visiting the College website.

### Registration

Priority registration is granted to eligible student Veterans, former foster youth, EOPS, DRC and CalWORKs students. In addition, college-approved groups may receive early registration access as long as criteria are met.

Effective Fall 2012 the order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 at [www.rccd.edu/bot/Pages/policies.aspx](http://www.rccd.edu/bot/Pages/policies.aspx) to align with the statewide Student Success Initiative.

Registration appointment dates as well as information on holds that may restrict registration may be viewed on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) approximately 6-8 weeks before the term begins. Students can register on MyPortal/WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e., Online Orientation/Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" for more information. Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on MyPortal/WebAdvisor or mail a check or money order or pay at one of the colleges. See the Schedule of Classes, fees, and payment and refund deadlines at [www.rcc.edu](http://www.rcc.edu). Your account summary can be viewed or printed on MyPortal/ WebAdvisor.

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

### Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student is automatically added and their account is charged with enrollment and other required fees. Changes in waitlist status are emailed to the student's college email address and are posted to the student's MyPortal/WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline. For online classes, students will need to contact the instructor through email, which can be found by clicking the blue class link on Manage My Waitlist in MyPortal/WebAdvisor.

### Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor's permission to add a class. Students may add classes through MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. All course adds or drops need to be completed by the deadline posted in the Class Schedule and on MyPortal/WebAdvisor.

Students may withdraw from courses prior to the drop deadlines by using MyPortal/WebAdvisor. If there is a hold restricting the use of MyPortal/WebAdvisor students may bring a completed add/drop card to the Admissions counter at Riverside City College and drop classes there. Deadlines to add, drop, and receive a refund are posted on MyPortal/WebAdvisor. It is the student's responsibility to drop classes that they no longer plan to attend.

### Units for Full-Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring sessions and 6 units of credit for the winter/summer sessions. 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 number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

### 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.

Coursework 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 consult with the instructor regarding the completion of missed assignments.

### Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect all students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops.

Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the Instructor of Record. The faculty, staff, and administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes and that all students should know and understand the attendance policy for every class in which they are enrolled.

### **Distance Education Courses**

By their nature, fully online courses do not meet face-to-face, but the importance of regular student engagement and attendance as evidenced in the following ways is of particular importance for maintaining a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the Instructor of Record. Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

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

## **LIMITATIONS ON ENROLLMENT**

Riverside Community College District offers some courses that 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 4222 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, and learning 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 to Remedial Limitation**

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 Disability Resource Center 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 CHE-1A). Completion of the prerequisite is required prior to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e., ENG-1A), you will be allowed to register for the succeeding class (i.e., ENG-1B). 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 P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

### **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 pre-requisites 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 entering the course. The preparation is considered advantageous to a 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 Riverside City, Moreno Valley, or Norco 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 may be requested at your counseling appointment. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations office once all official transcripts (ones that are received by RCCD directly from the issuing institution) are received. A copy of the completed evaluation will be forwarded to the student.

### Health Requirement

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 Kinesiology department about sports physicals. Student-parents of the children in the Child Development Center must have a tuberculin 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.

Students are required to adhere to the COVID-19 vaccination mandate and addendums provided by the Board of Trustees prior to attending any face-to-face or hybrid courses and before accessing any in-person services or RCCD facilities ([Refer to the RCCD COVID Safe Return webpage for current policies](#)).

Students seeking a medical or religious accommodation should visit <https://www.rccd.edu/return/Pages/index.aspx> for more information about the accommodation process.

## MATRICULATION

Student Success and Support Program (SSSP), also known as Matriculation, is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students are provided with a college orientation, placement results, counseling, completion of an educational plan and follow-up services. Prior to registering for classes, all first-time college students must complete the online orientation, placement survey, and review their abbreviated educational plan that will assist in selecting coursework for their first 15 units.

It is the student’s responsibility to a) complete orientation and the placement survey 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, checking their student email frequently, and maintaining progress toward their educational goal.

### Placement

RCCD uses multiple measure assessment criteria to assist students in determining appropriate placement for entering courses in English, ESL, and mathematics. Placement criteria may use past performance measures like overall high school GPA, individual course-taking performance, and course-taking

patterns to determine appropriate placement in English and mathematics. First-time college students are automatically placed into English and mathematics based upon information supplied on the admissions application.

Students who wish to take English as a Second Language classes should use the online guided self-placement tool to help determine placement into ESL courses.

<https://extendedlearning.rccd.edu/esl/Pages/selfPlacement.aspx>

Students with English placement recommendations that include a support class with the transfer level course may petition to take the course without support. Students seeking this option must complete the English Placement Challenge form found at <http://www.rcc.edu/student-support/matriculation.html>. Petitions take one to five working days to process.

It is strongly recommended that students enroll in appropriate English composition and mathematics courses during their first or second semester of enrollment. Placement results are found under the Placement Test Summary option in MyPortal/WebAdvisor. Students needing assistance with appropriate placement should contact either the Assessment Center or visit the Counseling Center (located on the second floor of the Charles A. Kane building).

### Other Assessments

Assessments for Spanish, reading for Nursing, and Chemistry are provided in the Welcome Center. Students can test on a walk-in basis. If there is no space available, students will be given an appointment to return. Students who have a documented disability requiring a unique accommodation can take the test in the Disability Resource Center. To request this service, call: (951) 222-8060. Hours of operation are posted outside the Welcome Center (located on the first floor of the Charles A. Kane building), available online at the Welcome Center webpage, and via telephone at (951) 222-8574.

Students are required to present photo identification in order to test; a state or federal issued driver’s license or ID is preferred, but passports and high school ID are also acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the assessment center. Friends and family (including minors) who are not testing cannot remain in the room.

*To maximize the likelihood of success, students should complete their transfer-level English composition and transfer-level Mathematics courses during their first year of enrollment. Development of competent reading, writing skills, and analytical skills provide a foundation that increases student's ability to be successful in other college courses.*

### Counseling

Two business days after completing the online orientation, students will be provided their abbreviated educational plan. This will provide students with recommended courses for their first 15 units at RCC which will be appropriate based on their major/academic program of study. To complete this step please

log on to your MyPortal/WebAdvisor account and select “View Abbreviated Educational Plan” under the academic planning header. If you have questions, please call (951) 222-8440 or stop by the Counseling department or Welcome Center at RCC.

### **Counseling for Continuing Students**

Continuing matriculated students are encouraged to see a counselor who will recommend appropriate coursework based on placement 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 Riverside City College before scheduling counseling appointments or requesting a comprehensive Student Educational Plan (SEP).

All students pursuing certificate or degree programs, either associate or baccalaureate, should see their counselor each year to review their SEP.

### **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. First-time college students who have declared one of the following goals:
  1. Advance in current career/job
  2. Maintain certificate/license
  3. Educational development
  4. 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 less.

### **Follow-Up**

Counselors/Professors 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**

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeal Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the District’s own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time only with the Matriculation Appeal Petition to temporarily validate a prerequisite. Official transcripts must be received prior to registration for the next term for permanent validation. “Official” is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

If you have questions regarding the matriculation process, please contact the Counseling department at RCC at (951) 222-8440 or email SSSP at [sssp@rcc.edu](mailto:sssp@rcc.edu).

### **Comprehensive Student Educational Plan (SEP)**

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. Students who have attended other college(s) must request to have an official transcript(s) sent to Riverside City College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). Due to a high demand for counseling during registration, winter, and summer terms, it is highly recommended that continuing students make an appointment with a counselor during the fall and spring terms to complete a Student Educational Plan.

It is important for students to identify 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 is invited to discuss personal goals with a college counselor, visit the career center, and/or enroll in GUI 47, Career Exploration and Life Planning.

## FEES

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

#### 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.

Residency determination is made as of day prior to the first day of the term of application.

The enrollment fee for California residents is set per state legislation.

Active duty military, veterans, and their dependents may also qualify for residency or a non-resident tuition exemption. Please see the Admissions and Records office for more information.

#### Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay a non-resident tuition fee in addition to the resident enrollment fees.

Out-of-country non-residents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee and non-resident fees. International applicants pay an admission application fee and health insurance fee.

#### 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 per unit resident enrollment fee. Effective Spring 2013 students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

Any student other than a non-immigrant 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, and is physically present in California, shall be exempt from paying non-resident tuition at Riverside Community College District, if they sign an affidavit verifying:

1. Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools (established by the State Board of Education), California adult schools (established by a county office of education, a unified or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these.  
**OR**  
Three or more years of full-time California high school coursework, and attendance of a total of three or more years in a combination of California elementary, secondary, and/or high schools.
2. Graduation from a California high school or equivalent (i.e., GED, CHSPE), attainment of an associate degree from a California community college, or fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.
3. In the case of a person without lawful immigration status, an affidavit (available from the Admissions office) stating that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. Student information obtained in the implementation of this section is confidential.

In addition, the student must be physically present in California to be eligible for AB540. A student who meets the qualifications for the AB 540 Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees. Eligibility for AB 540 does not change a student's non-resident status.

#### SB 141 Non-Resident Fee Waiver

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from non-resident tuition by meeting the following requirements:

1. Demonstrates a financial need for the exemption.
2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act
3. Moved abroad as a result of the deportation or voluntary departure
4. Lived in California immediately before moving abroad
5. Attended a public or private secondary school in California for three or more years
6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education
7. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible
8. Documentation shall be provided at the office of Admissions and Records by the student as required by statute as specified in Education Code section 76140(a)(5)

A student receiving a non-resident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from non-resident tuition fees under this law. These students will not qualify for the California College Promise Grant (formally the BOG Fee Waiver) and any other state financial aid until they establish California residency. As citizens, SB 141 students may apply and qualify for federal financial assistance such as Pell, FSEOG and federal student loans.

### **AB 343 Nonresident Tuition Exemptions for Refugees with Special Immigrant Visas**

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States. Please see the Admissions and Records office for more information.

### **Health Fee**

Every student, including those who qualify for a California College Promise Grant (formally the BOG Fee Waiver), is required to pay a health services fee per Title 5 state regulations. Students who rely exclusively on faith healing or who are participating in approved apprenticeship programs are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admissions and Records office.

### **Parking**

Parking permits may be purchased on MyPortal/WebAdvisor the cost of which includes shipping and handling. Parking permits may be requested through MyPortal/WebAdvisor and may be paid online or in person at the Cashier's office. Special parking is provided for the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended during the first two weeks of the Fall and Spring semesters and the first week of the Summer session.

### **Transportation Fee**

The Transportation fee provides free transportation on RTA fixed routes for students with Riverside City College photo ID cards. Fees vary according to full-time or part-time status.

### **Library Fees**

Overdue fines:

Overdue fines may be levied if an item is not returned on time. Fines may vary by item.

Replacement fees:

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;  
*AND*
2. any overdue fines.

Refunds:

The replacement cost will be refunded if the item is returned within one year; however, the overdue fines will still be charged.

Library card fees:

Community members may purchase a library card for \$5 per session upon proof of District residency, and legal identification.

### **Books, Equipment and Supplies**

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The RCC bookstore has many choices for students to purchase their books such as a rental program, many digital options, and used and new textbooks.

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 RCC bookstore will attempt to stock the required items.

### **Payment Method**

The RCCD bookstores will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos) and Follett's gift cards. 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. Checks are not accepted.

Full refunds are given on textbooks during the first week of school only with a store receipt. If you drop a class, you have 30 days from the start of school to return for a full refund as long as you have a store receipt and the book is in the same condition that you purchased it in. All returns/exchanges require an original receipt. The bookstore will buy back textbooks every day from students. The best time to sell back your textbooks is during finals week. Bring your student identification and the books and we can let you know the value.

### **Other Charges**

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

### **Enrollment Verification**

Students may request an Enrollment Verification form from Admissions and Records to verify course enrollment (hours and unit value), fees, grade point average, and student enrollment status in any given term. The first two enrollment verification forms are free of charge and each request thereafter is \$2. Refer to *Units for Full-time/Part-time Status* for details.

## **RCCD TRANSCRIPTS**

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. Official student transcripts may be requested on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu), and in person at the Admissions and Records office.



The first two official transcripts requested at RCCD are free. There is a fee of \$7 for each additional official transcript requested. Transcripts may take two to three business days to process. For expedited services, students may select additional service options:

- Next Day Service (24 hours): Additional \$10
- Same Day Service (10-15 minutes): Additional \$13

Transcripts may be delivered electronically, mailed with first class postage, or printed on campus for pick up. Unofficial transcripts are available free of charge on MyPortal/ WebAdvisor.

### Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days/three months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have coursework 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 who have attended other colleges/universities, must submit all official transcripts to RCCD prior to graduation. 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 non-immigrant 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 over 40 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to non-resident tuition as set by the Board of Trustees.

### REFUND DEADLINES FOR FEES

RCCD shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a full-term 16-week course or before 10% of a short term course has passed. Refund deadlines are available on MyPortal/ WebAdvisor at [www.rcc.edu](http://www.rcc.edu).

## MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

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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 who is classified as a California resident is also exempt from non-resident tuition. A qualified Veteran and/or dependent who resides in California and is attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

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.

### Military and Veteran Student and Family Member Educational Access

Military and veteran students and family members who provide a certificate of eligibility or valid VAF 28-1905 and who intend to utilize educational benefits provided by the Servicemen's Readjustment Act of 1944 (G.I. Bill®) or Vocational Rehabilitation and Employment (VR&E) benefits, and who meet prerequisite and enrollment requirements, may enroll in RCCD courses and programs according to established matriculation and registration criteria. In cases where payment to RCCD is delayed from the Veterans' Administration students will maintain access to college and district facilities, and will not be assessed late fees or penalties, nor be dropped from courses, or required to borrow additional funds to pay course or college fees.



# STUDENT INFORMATION





## ACADEMIC HONESTY

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Academic honesty and integrity are core values of Riverside City College. Students are expected to perform their work independently (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 include plagiarisms, using another's words, ideas, data, or intellectual property 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 accordance with RCCD Administrative Procedure 3500[A]. For a comprehensive review of this and other matters of student conduct, please see the section addressing Standards of Student Conduct in this catalog. Faculty, students, and administrators all share the responsibility to maintain an environment that practices academic integrity.

## ACADEMIC INVOLVEMENT

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### ART

The visual arts at Riverside Community College District plays a significant role in students' lives. Painting, drawing, design, printmaking, 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 Riverside City College. We offer students many transfer courses in support of art and art history degrees and certificates.

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 College Art Gallery is located in the A.G. Paul Quadrangle, room number 140. The Quad Art Gallery is an exceptional display space that exhibits art works by national and regional artists as well as yearly exhibitions of faculty and student works providing a variety of culturally diverse art to the community.

### ATHLETICS

Riverside City College offers intercollegiate athletics programs as a member of the National Central Conference in Football and the Orange Empire Conference in all other sports listed below.

Sports offered at Riverside City College include:

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

Women: Basketball, Beach Volleyball, Cross Country, Softball, Swimming and Diving, Tennis, Track, Volleyball, and Water Polo.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest. For more information visit [rccathletics.com](http://rccathletics.com)

### DANCE

The Dance Program at Riverside City College offers an Associate of Arts Degree in Dance, as well as providing a full schedule of classes and activities and a broad range of dance technique and lecture courses that benefit the dance major as well as the general student populations. In addition, RCC Dance also sponsors:

- master classes in dance and Pilates with notable guest artists;
- on-campus and off-campus performance opportunities; **AND**
- two major concerts during the year at Landis Performing Arts Center.

We offer a Pilates/Dance Conditioning Instructor Certification. This 17-unit certification is designed to prepare individuals to teach the Pilates Method of body conditioning using the full-range of Pilates apparatus as well as the mat work repertoire. Certified Pilates instructors are in high demand and the students completing the certification can teach at privately-owned Pilates and dance studios, fitness/health clubs, as well as physical therapy settings where Pilates is offered.

The RCC faculty dance concert, Kinetic Conversations, features faculty choreography and performance, student dancers, and guest artists. The student dance concert, Celebrate Dance, focuses on the work of RCC student choreographers and dancers during the Spring semester. Other small RCC Dance performance ensembles include ACDF and RCC Dance Touring Ensembles. American College Dance Association (ACDA) is an organization of community college and university dance programs across the United States. The RCC Ballet Ensemble is a select group of student dancers who work as a company during the Spring semester to bring Classical Ballet to the college and community. Concert and ensemble auditions are open to all students.

### MUSIC

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

RCC music organizations include Chamber Singers, Vocal Jazz Ensemble, College Choir, Symphony Orchestra, Wind Ensemble, Concert Band, Jazz Ensemble, Guitar Ensemble, Percussion Ensemble, Piano Ensemble, and the Marching Tigers Band.

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 student musicians are welcome to join.

## STUDENT PUBLICATIONS

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at Riverside City College and in addition to news and opinion, also contains information about activities at all three colleges in which students, faculty, and classified professionals are involved. In addition, Muse, RCC's literary magazine, is published annually during the Spring semester.

## THEATER ARTS

Theater Arts strives to create for its students a learning environment that is inclusive and representative of its community as a whole. We encourage students to develop their artistic expression and technical ability in preparation for their continued education and future careers. Our hope is to challenge and channel students' talents into having an equitable, local, and global impact as artists, technicians, educators, audience members, and supporters of the arts.

The Theater department provides a performance curriculum based on the University of California and California State University systems. For students who wish to transfer, we have an ADT in Theater, a Musical Theater certificate, and a Technical Theater certificate. In addition, we provide numerous performances. The annual productions may include four to five musical and non-musical student shows, plus our intensive Summer Conservatory for both middle/high school and college age students. All productions are designed with professional elements and can sometimes feature professional actors. Students are offered the opportunity to work both on stage and backstage.

## ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard coursework 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 colleges. The policies are as follows:

1. A student may request academic renewal for not more than two terms 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 term(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) are 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 terms 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.

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 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 Charles A. Kane Student Services and Administration Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco colleges.

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 term in which they plan to enroll.

## ACADEMIC SUCCESS GUIDE

### Academic Counseling

(951) 222-8440

Dr. Charles A. Kane Student Services and Administration Bldg. Counseling provides guidance for entering students, general academic counseling and education plans as they work toward completion of a certificate, degree, or transfer plan.

### Center for Communication Excellence (CCE)

(951) 222-4181

Martin Luther King Bldg., room 221

The CCE offers support and faculty tutoring, in the area of communication concepts and skills such as oral, written, interpersonal and group projects for all RCC students.

### Computer Skills

(951) 222-4133

Martin Luther King Bldg., 2nd Floor

The Computer Skills lab offers support for information processing and knowledge of basic computer applications to all RCC students. In addition, students can complete required lab hours for CIS, CAT, BUS, and ACC courses.

**English as a Second Language (ESL) Lab**

(951) 222-8632

Martin Luther King Bldg., 1st Floor

The ESL lab offers support and faculty tutoring in listening, speaking, writing, and reading for all RCC students who need to improve their English language skills or are second language learners.

**Honors Program**

(951) 222-8562

Quad 207

The Honors program offers a dynamic and enriched learning community for highly-motivated RCC students looking to transfer to four-year institutions.

**LaCasa**

(951) 222-8168

Bradshaw 202

La Casa is an engagement center and program with the goal of supporting RCC Latino student success.

**Library**

(951) 222-8652

Digital Library 2nd and 3rd Floors

The Library provides research training and assistance including accessing/citing scholarly information online or in print, and spaces for individual or group study.

**Math Learning Center**

(951) 222-8000, ext. 4100

Martin Luther King Bldg., 3rd Floor

The MLC offers support and faculty tutoring in the area of mathematics and computation skills.

**Puente Program**

(951) 222-8459

Dr. Charles A. Kane Student Services and Administration Bldg, Rm. 116

The Puente Program is a learning community incorporating Chicano/Latino literature and personal development courses in a one-year program. The goal of the program is transfer to a four-year university or college and successful completion of a bachelor's degree program.

**Science Technology Engineering Mathematics (STEM) Program**

(951) 222-8542

Martin Luther King Bldg., room 222

The STEM center provides access to faculty, discussion and study space for STEM students.

**Student Email/MyPortal Assistance**

(951) 222-8574

Dr. Charles A. Kane Student Services and Administration Bldg. The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration, and MyPortal.

**Tutorial Services**

(951) 222-8169

Martin Luther King Bldg., room 221

Tutorial Services offers free one-to-one and small group tutoring sessions to assist students in achieving academic success through the use of peer tutors.

**Umoja Community/H.O.M.E. Room**

(951) 222-8130

Bradshaw 110

The Ujoma Project/H.O.M.E. Room is an engagement center focused on student success, understanding the African American experience, and getting involved in on-campus and community activities to implement and inspire change.

**Veterans Resource Center**

(951) 222-8607

Dr. Charles A. Kane Student Services and Administration Bldg.

The Veterans Center provides assistance to Veterans seeking educational benefits and resources.

**Welcome Center**

(951) 222-8574

Dr. Charles A. Kane Student Services and Administration Bldg.

The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration, and MyPortal.

**Writing and Reading Center**

(951) 222-8632

MLK, 1st Floor

The WRC provides faculty and tutorial support for students completing required lab hours for ENG, ESL, and REA courses. Students enrolled in content-area courses can receive support from the lab through enrollment in supervised tutoring and WRC clinic courses.

**BOOKSTORE**

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Students are able to order their textbooks when registering through MyPortal. The bookstore offers many choices for textbooks which may also be ordered at [www.riversideccshop.com](http://www.riversideccshop.com).

Students may sell their textbooks and certain workbooks back to the bookstore throughout the semester. Textbook purchases can be picked up or delivered for free. See website for more details.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go.

The bookstore offers a large assortment of snacks, RCC gear, supplies and technology.

**Return policy**

The bookstore accepts cash, credit cards and bookstore gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have a receipt and the book must be in the same condition that it was purchased in.

**CALWORKS PROGRAM**

The CalWORKs program is 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. The CalWORKs program partners with the Department of Public and Social Services (DPSS) to ensure students are successful in school and the workplace.

**Services available include:**

- Career and academic counseling
- Priority registration
- Intensive case management
- Work study opportunities
- Assistance with county requirements
- School supplies
- Tutoring
- Laptops (Borrow)
- Commencement regalia

Through the County DPSS program, CalWORKs students may receive supplemental services such as:

- Childcare
- Transportation
- Textbooks and materials
- Parking permits

It is recommended that students participate in at least three hours of study time for every lecture hour in class. Below is a chart converting units to hours spent in class along with the recommended study time per term for on-campus, online and hybrid classes.

Course Units	Class Lecture Hours Per Term	Recommended Study Time Per Term:
1 unit	18 Hours	54 Hours
2 units	36 Hours	108 Hours
3 units	54 Hours	162 Hours
4 units	72 Hours	216 Hours
5 units	90 Hours	270 Hours
6 units	108 Hours	324 Hours

**COMPLAINT PROCEDURES**

When a student takes issue with an instructional decision/academic matters 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 Administrative Procedure 3500.

**Student Grievance Process for Instruction and Grade Related Matters**

References: RCCD AP3500[B]

Education Code Section 76224

Title 5 Section 55024

**I. General Provisions**

1. **Purpose:** The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

2. **Scope:** Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.

3. **Confidentiality:** To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties



to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

1. District -- The Riverside Community College District
2. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
3. Instructor -- Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
4. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
5. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

## III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one (1) year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 2231.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.
2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.
3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the

office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

## IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance requesting a formal hearing within thirty (30) calendar days of the informal consultation with the Dean. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - a. Two (2) students appointed by the College Student Body President.
  - b. Two (2) faculty members appointed by the College Academic Senate President.
  - c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
  - d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
  - a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
  - b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
  - c. Arrange for a disability accommodation if requested pursuant to the above.
  - d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance.

A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

- e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
  - f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
  - g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
  - h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
    - i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
    - j. Ensure that the formal hearing will be closed to the public.
5. The Grievance Committee will:
    - a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
    - b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.
- V. Appeals
1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:
    - a. Concur with the decision of the Committee, or
    - b. Modify the Committee's decision.  
The Vice President will submit his/her decision to each party and the President within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision.
  2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
    - a. Concur with the decision of the Vice President, or
    - b. Modify the Vice President's decision.  
The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Vice President's decision.  
In all cases, final decision will rest with the President.  
After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:
      - a. The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the

academic programs of the California Community Colleges.

- b. The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- c. To the State Attorney General using the forms available at [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

## VI. Responsibility

The Vice President of Academic Affairs will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.

Office of Primary Responsibility:

1. Vice Chancellor, Educational Services & Strategic Planning
2. College Vice President of Academic Affairs

Administrative Approval: May 28, 2013 Revised: August 2015 (job titles only)

(Replaces a portion of grievance procedures in RCCD Regulation 6080) Formerly: 5522

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

## Student Grievance Process for Matters Other Than Instruction, Grades or Discipline

References:

Education Code Section 76224

Title 5 Section 55024

### I. General Provisions

- A. Purpose: The purpose of this Procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services.

Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 6430[A] titled Handling

Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 3500[A] Student Discipline Procedures. Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 3500[B] Student Grievance Process for Instruction and Grade Related Matters.

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or appropriate administrators. There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.
- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

- A. District -- The Riverside Community College District
- B. Student -- Any person currently enrolled as a student at any college or in any program offered by the District.
- C. Instructor -- Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
- D. Day -- Days during which the District is in session and regular classes are held, excluding weekends and holidays.
- E. Time Limits -- Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

## III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

- A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
- B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

## IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance, requesting a formal hearing, within thirty (30) calendar days of the informal consultation with the Dean/Director. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested.

The student will direct this grievance to the President.

The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

A student may withdraw a request for a formal hearing at any time by notifying the President by phone or email. However, a grievance withdrawn from the formal hearing process will be deemed without merit and cannot be refilled.

- A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department

that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.

- B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  1. Two (2) students appointed by the College Associated Students President.
  2. One (1) faculty member appointed by the College Academic Senate President.
  3. One staff member appointed by the President.
  4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
  5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.

- C. The College Grievance Committee Chair will:

1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
2. Arrange for a disability accommodation if requested pursuant to the above.
3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is

prohibited and may be regarded as a basis for disciplinary action.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
  5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
  6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
  7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
  8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
  9. Ensure that the formal hearing will be closed to the public.
- D. The Grievance Committee will:
1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.
  2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.
- V. Appeals
- A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the

Committee's decision, may appeal the decision to the President. The President may:

1. Concur with the decision of the Committee, or
2. Modify the Committee's decision.

The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision.

In all cases, final decision will rest with the President.

#### VI. Further Rights to File a Complaint

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.
- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below:  
<http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>
- C. Any type of complaint may be filed with the California State Attorney General using the form available at: [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

#### VII. Responsibility

The Vice President will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically. Office of Primary Responsibility:

1. Vice Chancellor, Educational Services & Strategic Planning
2. College Vice President

Administrative Approval: November 25, 2013

Revised: August 2015 (job titles only)

(Replaces a portion of grievance procedures in RCCD Regulation 6080) Formerly: 5524

(These are the policies and/or procedures at the time of printing. Policies and procedures are continually being updated. In order to be sure that this is the most recent language, please check the latest online version at: [www.rccd.edu/bot/Pages/policies.aspx](http://www.rccd.edu/bot/Pages/policies.aspx).)

## COUNSELING CENTER

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The Riverside City College Counseling department provides a supportive, student-centered, and holistic approach to education that seeks to maximize the potential of each individual student with integrated student support services. As student advocates and consultants to the college community we are committed to fostering a professional environment that stimulates learning, respects diversity, and promotes the development and success of students in accordance with the guided pathways framework. Riverside Counseling faculty are committed to:

- Maintaining the highest ethical standards in our profession
- Promoting students' academic, social, and emotional success
- Empowering students to be positive change agents in our global world
- Sustaining a campus environment that supports the holistic development of each student
- Counselors work with students in planning and achieving their personal, educational, and career/vocational goals through:
- Individual counseling appointments, express/drop-in counseling, online counseling.
- Online Orientation
- Welcome to College In-Person Workshops
- Student Educational Plans (SEPs)
- Academic progress/probation/dismissal counseling
- Transfer course selection for UC, CSU and private universities
- Information on certificate and associate degree requirements
- Instruction of guidance courses
- Referrals to other support services
- Career exploration
- Assessment and interpretation of career inventories
- Student Success Workshops
- Transcript evaluation and interpretation
- Support the Guided Pathways and Engagement Centers

### How to schedule an appointment with a counselor:

New students may make an appointment with a counselor after completing their application to RCC including the placement survey and receiving their abbreviated educational plan/Trailhead courses. The orientation and viewing of their abbreviated educational plan can be completed through MyPortal/WebAdvisor. Riverside City College students may call the counseling department at (951) 222-8440 to schedule an appointment or can schedule online at <https://esars.rccd.edu/Riverside/Counseling2/index.htm>. Counseling hours vary by term. The Counseling department is located on the second floor of the Dr. Charles A. Kane (CAK) Student Services and Administration Building. It is important that students meet with a counselor prior to completing 15 units to complete their comprehensive Student Educational Plan.

### RCC Counseling Career and Transfer Center

Career and Transfer Center is located in the Dr. Charles A. Kane (CAK) Student Services and Administration Building, Office #101. For more information please call (951) 222-8446.

#### Career Center

The Riverside City College's Career Center mission is to enhance student success by providing services that will help students become active participants in the career development process. The Career Center prepares students to make informed career choices based on personality, skills, goals and values as well as a host of other resources and services.

#### Career Center Services:

- Career Exploration and Planning Assistance
- Career Assessment and Interpretations
- Career Counseling
- Career events and workshops
- Guest speakers from different career fields
- Support with writing resumes, interviewing assistance, researching occupations and labor market information.
- Computer access to utilize online resources

#### Career Center Contact Information

For more information please call: (951) 222-8446

RCC Career Email: [CareerCenter@rcc.edu](mailto:CareerCenter@rcc.edu)

**RCC Career Website:** [www.rcc.edu/careercenter](http://www.rcc.edu/careercenter)

#### Transfer Center

The Riverside City College's Transfer Center mission is to increase the transfer function and the number of students applying for transfer to baccalaureate-level institutions. This is accomplished through coordination of college transfer efforts, with an emphasis on the preparation and transfer of underrepresented students, including disabled students, low-income students, first-generation college students, Veterans, international, and other groups of students underrepresented in the transfer process.

#### Transfer Center Goals:

Coordinate college transfer efforts to provide quality transfer services, programs, and activities that support student success.

1. Increase the number of students who choose to transfer and who are prepared to transfer, and ensure the inclusion of low-income, disabled, and first-generation college students.
2. Work corroboratively with college governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students.
3. Develop a practice of monitoring and evaluating student outcomes by compiling data in collaboration with the RCC Research department.

#### Transfer Center Services:

The Transfer Center provides many services, resources, programs, and information to students who are interested in transferring to four-year colleges/universities, including:

- Learning about different campuses and their programs and admissions process.
- Classroom presentations geared to engage students about options and opportunities for transfer.
- Counseling appointments from four-year college and university representatives.
- RCC counselors, university representatives, and staff can assist students in exploring majors and determining what college/university is the best fit.
- Computer access to utilize Internet resources, complete college/university applications, and view college/university information online.
- Transfer Workshops focusing on the UC/CSU application process, and tips on answering the UC Personal Insight Questions.
- Transfer Workshops focusing on out-of-state and private institutions.
- Transfer Fairs are coordinated by the Transfer Center every fall and spring term where over 35-60 college and university representatives are present.
- A Transfer Recognition Ceremony is held every spring term to recognize students who have successfully fulfilled the transfer requirements and who received acceptance notices to a four-year college/university.

#### Resources:

- College handouts to assist in major and college/university campus selection.
- Internet access for online admissions applications
- Monthly calendar of events/workshops/university representatives in the Transfer Center.
- Advertisement of events via social media.

#### Transfer Center Contact Information

For more information please call: (951) 222-8446  
 RCC Transfer Email: [TransferCenter@rcc.edu](mailto:TransferCenter@rcc.edu)  
 RCC Transfer Website: <https://www.rcc.edu/student-support/transfer-center.html>

## DISABILITY RESOURCE CENTER

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The Disability Resource Center (DRC) provides appropriate, accessible, and reasonable academic adjustments to minimize barriers for students with documented disabilities who request such services. The DRC facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with disabilities. The DRC is also committed to serving as a resource to staff and faculty in order to ensure the

entire college is fostering a welcoming environment for students with different abilities.

Academic adjustments are determined after a review of disability documentation and through an interactive process with a DRC faculty counselor after undertaking an intake with a DRC disability specialist. Academic adjustments are determined on a case-by-case basis.

Types of services available through the office may include:

- Alternate media and adaptive technology
- Electronic text
- Priority registration
- Sign language interpreting
- Real-time captioning
- Testing accommodations
- Note-taking or scribe assistance
- Disability counseling
- Mobility assistance
- Adaptive furniture
- Others

The High Tech Center lab is located within the DRC office and provides a space for students to utilize various forms of adaptive technology. All services to students are free. The Disability Resource Center is located in the Dr. Charles A. Kane Student Services and Administration Building, Office #130. The DRC's office telephone line is (951) 222-8060; the DRC's video phone is (951) 801-5675.

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.

If a student does not wish to register for services through the DRC, they may contact the District Compliance Officer in order to address their disability-related needs.

For more information, please refer to RCCD Board Policy 5140: Disabled Student Programs and Services, Title V of the California Education Code, the Americans with Disabilities Act (2008), or the Rehabilitation Act of 1973.

## DISCIPLINE

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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 this section of the college catalog under Standards of Student Conduct per Board Policy 3500.

## DUAL ENROLLMENT

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### Early College Program

Rubidoux Early College High School (RECHS) is designed on the small-school model and is a grade 9-12 clustering of students within the larger comprehensive Rubidoux High School. Established in fall 2006 with a grant from the Irvine Foundation, RECHS is a partnership between Rubidoux High School in the Jurupa Unified School District and Riverside City College. Early College High School students begin their college coursework in their junior year and complete their high school diploma while earning college credit at the same time. College credit earned is transferable toward a Bachelor's degree.

Interested middle school students should contact the RECHS office at Rubidoux High School about joining the program in high school. Rubidoux High School personnel can be reached at (951) 222-7720.

### College and Career Access Pathways (CCAP)

Riverside City College offers expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education. The CCAP program launched in fall of 2018 with three partnership agreements between Riverside Community College District and three local high school districts: Riverside Unified School District, Jurupa Unified School District, and Alford Unified School District. Participating high school students enroll in college coursework offered at the high school site. Course offerings are designed for students to make progress on a certificate-earning and/or transfer-focused pathway, earning college credits while meeting high school graduation requirements.

CCAP programs are offered at the following comprehensive high schools in collaboration with Riverside City College:

#### Riverside Unified School District

- Arlington High School
- John W North High School
- Martin Luther King High School
- Ramona High School
- Riverside Poly High School

#### Jurupa Unified School District

- Patriot High School
- Rubidoux High School

#### Alford Unified School District

- Hillcrest High School
- Norte Vista High School

Interested high school students should inquire directly with specific high school personnel for program information and availability.

#### Gateway College and Career Academy

Located at Riverside City College, Gateway College and Career

Academy is a California public school that serves youth, 16 to 20 years old, who are off-track toward earning their high school diploma, are struggling in other school settings, or have dropped out or are near dropping out of high school. The school program gives students the opportunity to simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward university transfer, an associate degree, and/or a career technical education certificate. Gateway students learn how to succeed in a challenging and supportive educational setting, under the guidance of a caring team of counselors and teachers with experience and interest in helping students reach their goals.

In their first term, students take foundational courses as part of a learning community, which includes English, math, Guidance 45- Introduction to College, and Guidance 48- College Success Strategies. This experience builds their academic and personal skills, preparing them for college courses with the general student population. Students learn how to take effective notes, study for tests, and juggle school, work, and family life. After completing the foundation term, students take a mix of high school and college level courses to complete their graduation requirements and begin making progress on their preferred college pathway.

For more information please call (951) 222-8934.

The other RCCD colleges (Moreno Valley College and Norco College) offer dual enrollment opportunities to high schools in their respective areas. Contact the colleges directly for details.

## ENGAGEMENT CENTERS

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Expanding on a long tradition of having an academic engagement center for Science Technology Engineering and Math; (STEM) RCC has, in recent years and in keeping with the Guided Pathway framework, created centers in support of and Language, Humanities and Social Science (LHSS), and Career and Technical Education (CTE), and Health Related Sciences and Fine and Performing Arts. Engagement Centers are the hubs for integrated student support. Here students can connect with their educational advisors and faculty advisors, make counseling appointments and meet with their peer mentors.

### Centers' Current Location

- Advanced Technical Arts and Trades, Business and Information Systems, and Education and Teacher Preparation Engagement Center. Technology A building, Room 101.
- Visual, Performing and Creative Arts Engagement Center, Stover Building, Room 114.
- Languages and Humanities/Social and Behavioral Sciences Engagement Center, Music Building, Room 104.
- Health Related Sciences Engagement Center, Nursing building, Room 176.



- Science, Technology, Engineering, Mathematics (STEM) Engagement Center, Martin Luther King building, Room 222.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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EOPS is a state funded California College Pathway program established in 1969 to provide academic support services to financially and educationally disadvantaged students. CARE and NextUp are supplemental categorical components of EOPS.

RCC EOPS services include:

- Personal, academic, and career counseling
- Career exploration
- Comprehensive educational planning
- Priority registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for RCC EOPS a student must:

1. Identify RCC as their “Home College”
2. Be a California resident (AB540 students accepted)
3. Have completed the FAFSA
4. Enroll in at least 12 units
5. Have completed fewer than 70 degree applicable units
6. Qualify for the California College Promise Grant (CCPG) “A” or “B”
7. Have an educational disadvantage (as determined by RCC placement survey and other factors)

For more information, contact the EOPS/CARE/NextUp program at [eops@rcc.edu](mailto:eops@rcc.edu) or (951) 222-8045

### Cooperative Agencies Resources for Education (CARE)

CARE is a supplemental categorical component of EOPS designed to recruit and assist recipients of Temporary Assistance for Needy Families (TANF) to increase their educational skills, enhance their employability, become more confident and self-sufficient, and transition from welfare-dependency to independence.

To be eligible for CARE a student must:

1. Be an eligible and accepted EOPS student
2. Enroll in at least 12 units
3. Be a current recipient of CalWORKs/TANF cash aid for yourself, or for your dependent child/children under the age of 18, designated as single head of household

RCC CARE Services include:

- EOPS services, including counseling and priority registration
- Child care stipends
- Books and educational supplies assistance

- Transportation assistance
- Food assistance

For more information, contact the CARE program at [eops@rcc.edu](mailto:eops@rcc.edu), or (951) 222-8045

### NextUp

*(formerly known as Cooperating Agencies Foster Youth Educational Support Program)*

NextUp is a supplemental, categorical component of EOPS designed to strengthen the capacity to support the college success, health, and well-being of current and former foster youth who are enrolled at RCC.

To be eligible for NextUp a student must:

1. Be an eligible and accepted EOPS student
2. Be under the age of 26
3. Be a current, or former, foster youth in California whose dependency was established, or continued, by the court on, or after, the student’s 13<sup>th</sup> birthday
4. Enroll in at least 9 units

RCC NextUp services include:

- EOPS services, including counseling and priority registration
- Book services
- Educational supply assistance
- Food assistance
- Unmet need grants
- Specialized support workshops
- Transportation assistance

For more information, contact the NextUp program at [eops@rcc.edu](mailto:eops@rcc.edu), or (951) 222-8045

## FINANCIAL SERVICES

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The Student Financial Services (SFS) department at RCC strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. SFS will educate students on how to apply for various types of financial assistance and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, SFS strives to provide an accurate and efficient environment for staff and students. SFS will educate staff regarding new policies and procedures through on- and off-campus training and conferences as well as visits to other community colleges to learn best practices.

### Applying for Financial Aid

The application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.studentaid.gov](http://www.studentaid.gov). Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the California Dream application online at [dream.csac.ca.gov](http://dream.csac.ca.gov). Application assistance is available in the Welcome Center located in the Charles A Kane

Student Service Building. Make sure to list the correct school code on the FAFSA/Dream application.

College	FAFSA School Code	Dream School Code
Riverside City College	#001270	#00127000
Moreno Valley College	#041735	#04173500
Norco College	#041761	#04176100

The FAFSA/Dream Applications are still available for 2021-2022 and 2022-2023. Complete both applications to maximize your financial aid opportunities.

When completing the FAFSA application, apply for a FSA ID number to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Dream applicants can apply for a PIN number to sign the application through the Dream Application website.

Once the application is completed the results will be sent to RCC. Students must have an RCC admissions application on file in order for the application to be received. All students are issued a RCCD email account. Directions to activate and access the email account are online at [www.rcc.edu](http://www.rcc.edu), under Become a Student. An email is sent to the student email account outlining financial aid steps. Your email will have directions on how to complete your financial aid tasks online through our student forms portal. Make sure to follow all directions on your email and check your email consistently for updates.

Dependent students who cannot provide parents' information on the application must first complete the application and submit it online. After completing the application visit the SFS office regarding a Dependency Appeal.

Financial aid disbursements are issued from a third party agent. All students who complete their financial aid file with RCC will receive information from the disbursing company on the disbursement options available. Students may choose direct deposit into their personal account, a debit card from Bank Mobile or paper check. All students eligible for financial aid must make a choice in order to avoid delay.

The FAFSA will determine eligibility for federal and state waivers, grants and loans. The Dream application will determine eligibility for the The California College Promise Grant (CCPG) and federal, and state CCPG, state grants and waivers:

1. **The California College Promise Grant "CCPG"** (Formerly BOGW) is a program which waives enrollment fees for qualifying CA resident students and eligible AB 540 non-resident waiver students. Only the name changed for this program. If eligible, the CCPG will waive enrollment fees. During the fall and spring semesters, the parking fee will be reduced to \$30 per semester. The CCPG does not pay for books or other educational

supplies, the student services, health or transportation fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). California residents complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov) and list school code #001270 and you will be automatically awarded the CCPG if eligible. AB 540 students complete the California Dream Application online at [dream.csac.ca.gov](http://dream.csac.ca.gov), and list school code #00127000 and you will be automatically awarded the CCPG if eligible. An email is sent to the RCCD student email account when the CCPG eligibility is available on MyPortal under the financial aid award letter. No separate application is required.

Students on academic dismissal will not be eligible for the CCPG. Loss of CCPG appeals are available at the Student Financial Services counter. Students who were former foster youth at the age of 13 are exempt from losing the CCPG due to academic dismissal. Non-resident students may be eligible to apply for a non-resident tuition deferment if eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions and Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the "information for non-resident" chapter in our consumer guide online at [www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html](http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html).

2. **Federal Pell Grant** (up to \$6,495 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless students withdraw from courses and owe a refund or do not successfully pass courses). The information provided on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine eligibility for the Pell Grant and for how much. The number of units enrolled in and college satisfactory Academic Progress also determine eligibility. Students enrolled less than half-time (less than six units) may qualify for a Pell Grant. Once all application procedures are completed with the SFS office, Pell Grant eligibility will be determined. The award letter on MyPortal will list how much financial aid has been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Students may not receive Pell Grant funds from more than one school for the same period of enrollment.
3. **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1,000 for the academic year at RCC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not

require repayment as long as students remain in courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by priority deadlines and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

4. **Cal Grants** (from \$6,000 - \$1,094 per academic year depending on awarded grant type) are awarded by the California Student Aid Commission (CSAC) to California residents or eligible AB 540 Dream applicants who graduated from a California high school and will be attending a qualifying institution at least half-time (6 or more units). The deadline to apply for these grants is September 2<sup>nd</sup> for California Community Colleges and March 2<sup>nd</sup> for UC/CSU/Private Colleges. To apply for the Cal Grant awards, students complete the FAFSA or Dream application and have a GPA verified by the above deadlines. The student's financial aid file must be completed, an eligible academic program (major) on file with the Admissions and Records office and Satisfactory Academic Progress (SAP) standard must be met to qualify.

Disbursement is contingent upon eligibility and funding. Cal Grant eligibility is available online at <https://mygrantinfo.csac.ca.gov/logon.asp>.

For more information on other California State Grant programs, including the Student Success Completion Grant, please visit our California State Grant webpage at [www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html](http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html).

5. **Chafee Grant Program** provides grants of up to \$5,000 to eligible foster youth. Disbursement is contingent upon eligibility and funding. To qualify, you must:

1. Be a current or former foster youth\*
2. Not have reached your 26<sup>th</sup> birthday as of July 1 of the award year
3. Have financial need

\*To qualify, foster youth dependency of the court must have been established between the ages of 16 and 18. KinGap youth who are or were eligible to receive Independent Living Program services, guardian placements and voluntary placements may not be eligible for the California Chafee Grant unless court dependency was established between the ages of 16 and 18.

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 (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee Grant can be disbursed. The FAFSA application or Dream application is required for RCC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). 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 SFS office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee Grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

4. **Federal Work Study** (earn up to \$5,000 per academic year) The FWS program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (three units for summer and winter, six units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) and list the RCC school code #001270. To apply for a FWS position, students must have a completed financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html> for the link to student employment job listings.

5. **Federal Direct Loan Program** - Riverside City College (RCC) participates in the Federal Direct Loan Program. At RCC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

***RCC does not recommend borrowing more than \$10,000 at the community college level (this amount includes all loans from any other institutions attended). Students can view a complete loan history at: National Student Loan Data System <https://nslds.ed.gov>. A Department of Education FSA ID is required to access this website.***

Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (six units). Students must have a completed financial aid file at RCC 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 "Direct Loan Request Form" to the RCC Student Financial Services office.

Students should have a current Student Educational Plan (SEP) on file with RCC which corresponds with the student's academic program declared in Admissions and Records as well as the courses that they are currently enrolled in.

Students will receive notification by email within two weeks after the deadline date they submitted the "Direct Loan Request Form" regarding the

status of their loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.

Please refer to our consumer guide online at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html> for a full list of requirements for applying for a student loan at RCC. Students should learn and consider carefully their responsibility in securing a federal student loan. RCC also reserves the right to deny loans to students on a case-by-case basis. Students will be notified by mail if their loan request has been denied.

If RCC enters into an agreement with you (or your parents) regarding a Federal Direct Loan, we are required to inform you (or your parents) that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

### 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:

1. **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early January. Information and instructions on how to apply is available on our website early in the fall semester at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/scholarships.html>. Scholarship information workshops are held at RCC prior to the scholarship deadline to assist students in the scholarship application process. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at RCC are disbursed during the following fall and spring semesters, upon verification of eligibility and based on the disbursement method selected. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester.
2. **RCCD Scholarships for High School Seniors** are available beginning in February of each year with a deadline in late March. These scholarships are awarded to high school seniors who will be attending RCC during the academic year after they graduate from high school. Information is available at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/scholarships.html> in February and March of each year.

Scholarships are also available from sources outside of RCC. There are many resources and opportunities for students to find scholarships to use while attending RCC. However, it requires

time and effort on the part of the student to locate and apply for outside scholarships.

- A list of scholarships RCC has been notified of is available online at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/scholarships.html>.
- You may also find additional scholarship resources in the reference section of any library or on the Internet at free scholarship search sites such as [www.fastweb.com](http://www.fastweb.com), [www.scholarships.com](http://www.scholarships.com), and [www.scholarshiphunter.com](http://www.scholarshiphunter.com).
- If you are awarded a scholarship from a source outside of RCC, you may use your scholarship to pay for your educational expenses based on your donor's instructions. Follow the donor's directions on how to have your scholarship funds sent to RCC. When outside scholarship funds are received at RCC, the student will receive their scholarship funds by their chosen disbursement method and based on our posted disbursement schedule.

### Responsibilities and Requirements

Riverside City College must follow federal, state and institutional regulations in administering financial assistance programs. Students 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:

#### A. Ability to Benefit

Beginning in 2012-13, students must have met one of the following requirements to be eligible to receive financial assistance:

1. High school diploma
2. GED certificate
3. Completed an approved Home School program
4. Passed the California High School Proficiency Exam
5. Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>.

#### B. Student Educational Plan

You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Appointments can be made at the counseling office or via phone at (951) 222-8440.

#### C. Return of Title IV Funds

Students who drop or fail to successfully complete courses, may need to REPAY a portion of financial assistance received. (See our consumer guide for more information regarding Return of Title IV Funds.) Students cannot receive financial assistance at two institutions at the same time (with exception of the California College Promise Grant CCPG). All students must determine their home college within the RCC

District in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by the home college, if eligible.

If you received federal grant and/or loan funds and withdrew from school before completing 60% of the semester successfully, the amount of grant or loan funds you earned must be determined. If the amount of funds disbursed to you is greater than the amount of funds you actually earned, those unearned funds must be returned. The order in which federal funds are returned to the Department of Education are as follows:

1. Federal Unsubsidized Loan
2. Federal Subsidized Loan
3. Federal PELL Grant
4. Federal Supplemental Educational Grant.

**D. Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If the SAP standard is not met, the student becomes ineligible for most types of financial assistance. If determined ineligible for financial aid due to SAP, students may appeal through the SFS appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>.

**E. Contact Information**

Be sure to keep mailing address, phone number, and email address current. This ensures information regarding financial aid is received in a timely manner. This information can be updated via MyPortal or in person at the Admissions and Records office on any college. Visit your RCCD email regularly, as all updates and communications are sent to the RCCD email account.

**F. Social Security Number**

Be sure that the Social Security number on file with RCC is provided and correct as it is not required on the Admissions application but is needed for most financial aid applicants. We cannot process most types of financial assistance without the Social Security number on file.

**G. Disbursement and Deadline Information**

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the student has completed the application, turned in all documents requested by the SFS office and enrolled accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html> or pick up a disbursement schedule at the RCC office.

**H. Veterans**

Applying for financial assistance through the FAFSA application does not affect GI Bill benefits. All Veterans should apply for financial assistance by completing the FAFSA application online at [www.studentaid.gov](http://www.studentaid.gov).

You can find more information regarding Student Financial Services on our website at <http://www.rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>. If you have any questions, please contact us by email at [studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu).

*Riverside City College  
Student Financial Services Office  
"Helping to Build Dreams"*

## FOOD SERVICES

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**The City Grill @ Bradshaw**

The City Grill offers breakfast, lunch and dinner including baked goods, sandwiches, a variety of beverages, grab and go foods and coffee from 7 am until 8 pm, Monday through Thursday and on Fridays from 7 am until 1 pm when classes are in session. During winter and summer sessions the Grill closes at 6 pm.

**The City Express @ Digital Library**

The City Express located in the Digital Library breezeway, offers a variety of grab and go, sandwiches, snacks and beverages from 9:45 am until 5 pm, Monday through Thursday, closed on Fridays.

For more information, please visit our website at <https://www.rcc.edu/life-at-rcc/student-dining.html>.

## FOSTER/KINSHIP CARE EDUCATION (FKCE) PROGRAM

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The Foster and Kinship Care Education program (FKCE) provides the continuing training/education hours that resource families are mandated to complete each year in order to maintain their approval status with Riverside County Department of Public Social Services (DPSS). All resource families are strongly encouraged to complete at least 8 hours each year. RCC 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 all approved or potential resource families including those with relative placements. Training is provided free of charge. Workshops are held at off-campus locations throughout Riverside County. For more information call (951) 222-8937.

## FOSTER YOUTH SUPPORT SERVICES: GUARDIAN SCHOLARS PROGRAM

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The Guardian Scholars Foster Youth support services program is designed to assist current and former foster youth students at RCC ages 18-26 yrs. Eligible students submit a dependency verification form stating that they were in the foster care system any time after the age of 13. Guardian Scholars provides access to our Guardian Scholars Engagement & Resource Center, academic counseling, campus & community resources, activities, and other supports needed to help students enroll, be successful in their classes, and graduate. For more information

please contact the program's Foster Youth Specialist at (951) 222-8251.

## GUIDED PATHWAYS

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The GP framework is a highly structured approach to student success that seeks to remove institutional barriers and create an inclusive and culturally affirming learning environment that also: 1) provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success; and 2) integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience. Guided Pathways is designed to provide students with the most direct route to degree completion, greatly increasing a student's chance of graduating or transferring in two years, and to connect college to careers.

### Instructional Pathways

Instructional Pathways were developed by RCC faculty and counselors to group programs of study into related career areas of interest. At the point of college application, students will choose an Instructional Pathway based upon career interest, major, skills, knowledge, and goals. RCC programs of study have been restructured into eight Instructional Pathways.

Each of the instructional pathways are supported by a student success team. The student success team provides integrated academic support such as tutoring, peer mentoring, faculty advising, counseling, student success workshops, and career exploration opportunities. The academic support is offered within the Engagement Centers on campus and through the student support hub on canvas.

### Trailheads

Trailheads are designed to help students navigate through their first 15-18 units at RCC within their chosen Instructional Pathway. The Trailhead courses will allow students to explore their major and career choices within their anticipated program of study while remaining on path for timely completion. Trailheads should be used by new students who are undecided on a major. Students who have identified a specific program of study should use a Program Map to guide their course taking sequence.

### Program Maps

Riverside City College faculty and counselors have collaborated to create program maps that describe an ideal course taking pattern and co-curricular milestones for timely degree and certificate completion. Current program maps can be found on the College website. Students are encouraged to meet with a Riverside City College counselor to review their options for graduation and transfer and to develop an individualized educational plan that best meets their goals and needs.

## STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

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The Student Health and Psychological Services office is located on each college: in the Bradshaw building on Riverside City College, and in PSC-6 at Moreno Valley College and in the Library Lower level at Norco College. The Riverside City College office is open Monday through Friday, 8 am to 5 pm.

Services include medical care and psychological counseling; care for common health problems; evaluation and treatment by physicians, registered nurses, licensed vocational nurses, mental health counselors; referrals to a higher level of medical care and/or appropriate professionals in the community; health education; and first aid and emergency care. Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All college accidents should be reported immediately to the Student Health and Psychological Services office.

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

For more information, contact: (951) 222-8151.

## HONORS PROGRAM

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RCCD offers an Honors program at each of the colleges in the district: Riverside City College, Moreno Valley College, and Norco College. Each Honors program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our Honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

### To be eligible for the program, current RCCD students need:

- 3.2 GPA in nine transferable units OR recommendation for the program from a high school or college faculty member, teacher, or counselor. This form can be found on the program's website at <http://rcc.edu/academics/honors/index.html>
- Completed Honors program application
- Completed Honors program orientation before or during their first semester in the program.

### To be eligible for the program, incoming high school students and all other first-time college students need:

- 3.2 GPA or recommendation for the program from a high school or college faculty member, teacher, or counselor.

This form can be found on the program's website at <https://www.rcc.edu/academics/honors/index.html>

- Completed RCCD application
- Completed Honors program application
- Completed Honors program orientation before or during their first semester in the program.

#### Benefits:

- Transfer agreements, including the UCLA TAP agreement.
- Smaller classes: Honors classes have a maximum of 20 students and are taught seminar-style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from Honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips: cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Community Club, or as a volunteer in outreach activities.
- Our Honors Study Center (Quad 207): this resource center allow for informal study groups, personalized interaction with Honors professors and counselor, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students.
- Scholarships and essay contests.
- Conferences: Students have the opportunity to share their research/scholarship through oral presentations and posters at local and regional conferences, including one hosted by the University of California, Irvine.

#### For more information:

Website: <http://rcc.edu/academics/honors/index.html>

Facebook page: ("RCCD Honors Program")

Video: [www.youtube.com/RCCDHonors](http://www.youtube.com/RCCDHonors)

Phone: (951) 222-8562

## INFORMATION CENTER

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If you have news or information you want to give out for free, bring a copy to the Student Activities Office for approval. You will be instructed on the approved locations to post. Please bring thumb tacks and tape to post materials.

#### 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 college 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 10 working day posting period expires. Only 10 flyers and two posters may be approved. No materials should be posted on

glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls. There are also digital boards across campus that are used for posting. Contact the Student Activities Office for more information at (951) 222-8570.

## CENTER FOR INTERNATIONAL STUDENTS AND PROGRAMS

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The Center for International Students and Programs (CISP) oversees the Student and Visitor Exchange Program (SVEP) which authorizes RCCD to host foreign national students in compliance with the Department of Homeland Security (DHS). Riverside City, Moreno Valley and Norco colleges host nearly 200 international students each semester from over 30 countries.

Riverside California offers international students the opportunity for a quality American college experience in a state known throughout the world for its superior education system. As an integral part of the California higher education system, RCCD offers associate degrees for transfer and students may also take advantage of the Transfer Admission Guarantee (TAG) program at several UCs.

## LA CASA PROGRAM & LATINO STUDENT ENGAGEMENT CENTER

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La Casa is an engagement center and program with the goal of supporting RCC Latino student success. Supported by state equity funds, the program provides students with academic services such as advising, counseling, printing, tutoring, and textbook lending. La Casa participates and hosts culturally relevant events, workshops, and speakers to keep students engaged in campus life and their community. Come visit La Casa and meet our "familia" of students and equity driven leaders. Always remember, Sí Se Puede. (951) 222-8168/Bradshaw 202

## LACTATION POD

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Riverside City College now offers breast feeding mothers an on-the-go lactation pod. Designed to provide a clean, private and comfortable environment for lactating mothers, the Mamava pod is located on the third floor of the Digital Library. It is available on a first come, first serve basis and is exclusively for breast feeding women – faculty, staff and students of RCC.

## LIBRARY AND LEARNING RESOURCE CENTER

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The Rotella Library provides library research instruction, and quality resources and services including quiet study areas, computers, copiers, scanners, and printers. Currently registered students have access to library book collections as well as academic journals, magazines, and newspapers to support college courses and programs. The library provides access to materials both in print and online via the library website.

The RCC College Card functions as the library card. Faculty librarians are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

Library website: <http://library.rcc.edu>

Circulation Services: (951) 222-8651

Reference Desk: (951) 222-8652

Library operating hours vary by academic term and are posted to the library website.

## **RIVERSIDE CITY COLLEGE PROMISE**

In fall 2017 Riverside City College joined the national and statewide efforts to ensure that students receive a quality community college education at low or no cost. The RCC Promise ensures that tuition is covered, basic fees are paid, and provides textbook assistance to students whose goals are to graduate and transfer within two years and have committed to attending college full time. In addition, students receive priority registration, and support from a peer mentor, counselors and educational advisor.

To be eligible students must:

- Be a graduating senior in high school
- Complete a RCC Admissions Application
- List RCC as their home campus.
- Be a California resident or eligible through AB 540/ Dream Act status.
- Complete a FASFA or Dream Act application.
- Commit to attending college full time, 12-15 units (fall and spring) totaling 30 units each year.

To remain eligible student must be full time in the fall and spring (minimum 12 units) earning a minimum of 30 units each year, and maintain a 2.5 GPA.

The RCC Promise Program accepts applicants prior to the Fall semester.

Students who have met the above eligibility requirements will be invited to sign up for a Promise Information Session that will occur in Spring semester. Seats are first come first serve.

For more information please contact: [The.Promise@rcc.edu](mailto:The.Promise@rcc.edu),

(951) 328-3820,

Visit our website: <https://www.rcc.edu/become-a-student/promise-program.html>.

## **STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL**

The policies of probation and dismissal are applicable all students. Academic status is based on all coursework taken at the three district colleges. 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 units during intersessions. Dismissal students will be limited to five units during intersession.

### **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 basis of 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 unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50%.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor at their home college. 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 college.

### **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", "FW", "W", "I" and "NP" 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”, “FW”, “W”, “I”, “NP” and “NP” are recorded meets or exceeds 50%.

## STANDARDS OF STUDENT CONDUCT

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### References:

RCCD BP 3500

Ed Code Section 66300, 66301, 76033;

ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

Health and Safety Code Section 11362.79

34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm. Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District Police shall be called by the receiver of the threat or anyone on behalf of the receiver.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military and veteran status, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty  
Forms of Dishonesty include, but are not limited to:
  - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
  - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not

- limited to, notes, recordings, internet resources and other students' work;
- c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
  - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
  - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
  - f. Buying or selling authorization codes for course registration.
13. Entering or using District facilities without authorization.
  14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
  15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
  16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
  18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off- site class, or during any District sponsored activity, trip or competition.
    - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
  19. Violating the District's Computer and Network Use Policy and Procedure No. 2720 in regard to their use of any, or all of the District's Information Technology resources.
  20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
  21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
  22. Gambling, of any type, on District property.
  23. Bringing pets (with the exception of service animals) on District property.
  24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
  25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
  26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
  27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
  28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
  29. Abuse of process, defined as the submission of malicious or frivolous complaints.
  30. Violating any District Board Policy or Administrative Procedure not mentioned above.

#### Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 3500[A], which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 3500[A].
- C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 3500[B].
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook, all of which are produced and posted to the college websites. Faculty

members are encouraged to include the definitions and penalties in their course syllabi.

## STUDENT ACTIVITIES

Student Activities provides quality co-curricular opportunities for student participation, leadership, and personal exploration that complement the classroom learning. Student involvement promotes and encourages civility, inclusion, diversity, learning, and safety throughout the campus experience. Student Activities comprises the following:

- Advising the Associated Students of Riverside City College student government (ASRCC)
- Supporting campus clubs and organizations
- Programming on-campus social, recreational, cultural, and educational events
- Encouraging community service and volunteer activities
- Facilitating Leadership development opportunities

### Associated Students of Riverside City College (ASRCC)

Riverside City College has one of the most active student government programs in the country. The ASRCC 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; including interpersonal communication, budget control, entrepreneurial skills, leadership development, and activity planning. In addition, the ASRCC events team also produces events like Homecoming, HalloweenTown, and Bunny Hop; as well as many other successful on-campus educational and entertaining activities and events.

Students can become involved in ASRCC either by running for office, applying for the various appointed positions, or volunteering your time with one or more of the various committees. ASRCC provides a vibrant campus life and there is always something happening. To find out more about what is happening with and through ASRCC check out our ASRCC mobile app available for download in the Apple or Google play store. You can also visit the ASRCC office located in the Bradshaw Center or check out our website at [www.rcc.edu/asrcc](http://www.rcc.edu/asrcc).

### Clubs and Organizations

The ASRCC sponsors many clubs/organizations. There are honorary, social services, professional, and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new ones.

Opportunities for student involvement, leadership, and personal exploration are offered to all RCC students. The Student Activities office is located on the second level of the Bradshaw Building. For more information please call (951) 222-8570.

Student Activities recognizes and supports over 75 student clubs and organizations. Clubs and organizations range from cultural,

academic and honor societies, recreational, religious, and special interest. The purpose of clubs and co-curricular organizations is to encourage personal and professional growth through social, cultural, occupational, and service co-curricular opportunities that supplement the academic experience. Student clubs and organizations help to enhance the quality of student life on campus and provide leadership and engagement opportunities. Clubs and organizations are open to all students who have paid their Student Services Fee each semester. The Student Activities Office is located on the second level of the Bradshaw Building. For more information, contact Student Activities [studentactivities@rcc.edu](mailto:studentactivities@rcc.edu) or call (951) 222-8570.

Visit <http://rcc.edu/asrcc> for an updated list of clubs and organizations and how you can join!

<http://rcc.edu/life-at-rcc/clubs-and-organizations.html>

### College Hour

College Hour at Riverside Community College District is committed to a strong co-curricular program which is intended to complement the instructional programs by offering a broader educational experience providing two “activity hours” per week: Tuesday/Thursday from 12:40-1:40 p.m. This is also a time where clubs meet, students in ASRCC participate in shared governance, and campus programming is typically held.

### Dean of Student Services

The College Dean of Student Services department is comprised of several student support programs and responsibilities. In addition the Dean’s department hosts a variety of support, equity, and diversity events for the College. For more information please call (951) 222-8073.

### FERPA - Directory Information

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 District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student’s name, 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, and degree and awards received.

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 Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

The complete Annual Notification of Rights under FERPA may be found at [www.rccd.edu/Pages/ferpa.aspx](http://www.rccd.edu/Pages/ferpa.aspx).

### 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.

### 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.

## STUDENT EMPLOYMENT SERVICES

**The Student Employment Program** helps students earn money to pay for their educational expenses by working part time (up to 20 hours per week). Hourly pay rates vary and start at the current California minimum wage; however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student's class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

### 1. Federal Work Study (FWS)

Students must:

- A. Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at [www.studentaid.gov](http://www.studentaid.gov).
  - B. Have completed their financial aid file.
  - C. Have been determined eligible for financial aid.
  - D. Meet the Student Financial Services Satisfactory Academic Progress standard.
  - E. Maintain at least half-time enrollment.\*\*
  - F. Maintain a minimum 2.0 cumulative GPA.
- Students have the potential to be awarded and earn up to \$5,000 during a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>)

#### Types of FWS Programs

1. On-Campus positions
2. Off-Campus positions
  - a. America Reads
  - b. America Counts
  - c. Community service
  - d. Literacy

### 2. District (Institutional Work Study) Employment

These positions are available on each college throughout the District and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

#### Students must:

- A. Maintain at least half-time enrollment.\*\*
- B. Maintain a minimum 2.0 GPA.
- C. Students must have a valid Social Security card and picture ID with the same name in which they register for classes, along with completing additional documentation for a FWS or District position. For more information please refer to our website <https://www.rcc.edu/become-a-student/how-to-pay-for-school/student-employment.html>. Federal Work Study and District positions may be viewed by clicking on the Apply for jobs online link on the student employment webpage. 24 hours a day, seven days a week.

### 3. CalWORKs Work Study

The Riverside City College teams up with employers to provide paid job training to eligible students. This

program benefits employers as well as the students. To be eligible students are required to:

- A. Maintain at least half-time enrollment.\*\*
- B. Maintain a minimum cumulative 2.0 GPA.
- C. Be eligible for the CalWORKs program.
- D. Have completed their financial aid file and received their final award notice

For more information, visit the student employment counter located in the CAK Student Services building or contact us at (951) 222-8291.

*\*\*For student employment purposes, half-time enrollment is defined as at least 6 units for fall and spring semesters and at least 3 units for summer and winter semesters.*

## STUDENT DISCIPLINE PROCEDURES

References:

RCCD AP3500[A]

Education Code Sections 66017, 66300, 72122, 76030 and 76032

### I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

### II. Definitions

District -- The Riverside Community College District  
 Student -- Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor -- Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension -- Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension -- Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of

the school term, or from all classes and activities of the college for one or more terms.

Expulsion -- Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class -- Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges -- Loss of Privileges denies, for a designated period of time, a student's attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

Restitution -- This is financial reimbursement to the District for damage or misappropriation of property.

Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

Written or verbal reprimand -- An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus --

Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day -- Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

### III. Academic Dishonesty

In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:

1. The faculty member may:
  - a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
  - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
  - c. fail the student in the course if the weight of the test or assignment warrants course failure. The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information 3 regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice

- President of Student Services who will take appropriate action.
2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.
- IV. Actions That May Be Taken Prior to Suspension or Expulsion The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:
- A. Removal from Class (Education Code Section 76032) -- Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chairperson and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
  - B. Immediate Interim Suspension (Education Code Section 66017) -- The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
  - C. Withdrawal of Consent to Remain on Campus -- The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.  
The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.  
Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)
- V. Process Preceding Suspensions or Expulsions Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:
- A. Notice -- The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
  - B. Time limits -- The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
  - C. Meeting -- Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
    1. the facts leading to, and in support of, the accusation
    2. the specific section of the Standards of Student Conduct that the student is accused of violating
    3. the nature of the discipline that is being considered
    4. an opportunity to respond verbally or in writing to the accusation
  - D. Potential Disciplinary Actions
    1. Short-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
    2. Long-term Suspension -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the

Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

3. Expulsion -- Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

#### VI. Hearing Procedures

- A. Request for Hearing -- Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
- B. Schedule of Hearing -- The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
- C. Hearing Panel -- The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student. The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.
- D. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
- E. Conduct of the Hearing -- The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  1. The members of the hearing panel shall be provided with a copy of the accusation against

the student and any written response provided by the student before the hearing begins.

2. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
3. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by a preponderance of the evidence that the facts alleged are true.
6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a

professional transcribing service. The student may request a copy of the tape recording.

10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
11. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### VII. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

- A. Long-term suspension -- Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a final written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.
- B. Expulsion - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

#### VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject

the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

#### IX. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within two (2) days after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District. 9 Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## STUDY ABROAD

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### RCCD Study Abroad Program (RCCD-SAP)

The mission of the Riverside Community College District-Study Abroad Program (RCCD-SAP) is to provide RCCD students with opportunities for study, service learning, travel, and global internships. Through faculty-led semester study abroad, faculty-led short-term course abroad, global internships, and travel tours, Study Abroad offers unique opportunities to enroll in an academically rigorous program of study set in a variety of countries that enable students to participate in cross-cultural learning becoming part of the global community.



Study abroad aims to promote personal growth, expanding individual's horizon, cultivating global citizenship, enhancing cross-cultural sensitivity, and preparing students for possible international career opportunities. Previous study abroad destinations included Italy, Spain, Egypt, Austria, Dublin, Shanghai, Costa Rica, Argentina, and many more. Study Abroad Program is your gateway to international travel. Make it happen!!

For more information, check [www.rccd.edu/studyabroad](http://www.rccd.edu/studyabroad) or email [study.abroad@rccd.edu](mailto:study.abroad@rccd.edu).

Study abroad office is located in the Digital Library, Room 313, at Riverside College.

## SUPPLEMENTAL INSTRUCTION

Sign up for courses that have a Supplemental Instruction (SI) Leader in addition to your instructor. SI Leaders offer collaborative learning techniques that improve understanding of course content, foster critical thinking, and strengthen positive study habits. Many believe that SI and tutoring are one and the same, but they are not the same. Although tutoring is one of many successful programs provided for students, there is a difference in the roles of tutors and SI Leaders. While tutoring may meet some students' needs, others may prefer study groups. The SI Leader is assigned to a specific section of a course and is required to attend every class session, take notes, and exemplify model student behavior. The SI Leader meets with classmates outside of class to facilitate group discussions and offer collaborative learning techniques to increase the chances of success in the course. SI is also available in an online format for participating online and hybrid courses. For more information about course sections with an SI Leader, or if you are interested in becoming an SI Leader, please contact: (951) 222-8596/8930.

## TRIO PROGRAMS

### TRIO Program - Student Support Services (SSS)

Funded by the U.S. Department of Education, the SSS program provides comprehensive academic support to low-income, first-generation students and students with disabilities to increase their retention, graduation and transfer rates.

Services include:

- Personalized academic advising and monitoring
- Tutoring services
- Financial aid information and application assistance
- Transfer information and assistance
- Financial literacy information
- Early registration
- Personal and career development

To be eligible a student must:

- Be a U.S. citizen or permanent resident, and
- Have an academic need or educational disadvantage, and
- Have completed 30 college units or less, and

- Be low-income, or
- Qualify as a first-generation college student (neither parent has a four-year degree), or
- Have a documented disability or
- Be a Veteran of the Armed Forces

For more information, contact the SSS program at (951) 222-8312 or [sss@rcc.edu](mailto:sss@rcc.edu).

### TRIO Program – Upward Bound Program

Upward Bound is a federally funded program through the U.S. Department of Education. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income households, and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education.

Services Include:

- After school tutorials at their respective high school.
- College and university visits to expose students to opportunities available to continue their education beyond high school.
- Summer program courses where participants are immersed in college preparatory classes while earning high school and/or college credit.
- Parent workshops where the parents of Upward Bound students are given valuable information to help their students succeed in high school and beyond.
- Saturday Academies where students receive instruction on how to prepare for SAT/ACT as well as AP and CHSPE tests. Participants also participate in workshops that include goal setting, study skills, career awareness, college applications, and financial aid.

Student Eligibility:

1. Be a U.S. citizen or permanent resident.
2. Be considered low-income based on the Department of Education's Income Guidelines.
3. Qualify as a first-generation college student (neither parent has a college degree).
4. Have an academic need or educational disadvantage
5. Be currently enrolled at Jurupa Valley, Rubidoux or Patriot high schools.
6. Demonstrate a commitment to completing high school and a potential for college success.

For more information, please contact the Upward Bound Program at (951) 222-8948.

## TUTORIAL SERVICES

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Everyone needs a little help from time to time. Tutorial Services provides a supportive learning environment to all students seeking academic support. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career.

### 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 three hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge 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.

### How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

1. Come into the Tutoring Services office to sign up, or visit our webpage: <http://rcc.edu/student-support/tutorial-services.html>.
2. Make an appointment with a tutor through our online scheduling program – go to <http://rcc.edu/student-support/tutorial-services.html>, and click on “Schedule a tutoring appointment”.
3. Contact Tutorial Services, at (951) 222-8170, if you need assistance finding an available tutor for your subject.
4. Meet with your tutor at the start of your appointment time. We are located in MLK 232.

### How To Become A Tutor

Tutors must have passed the class(es) they are tutoring in with at least a “B” grade or higher and:

- Maintain a GPA of 2.5 or higher each semester
- 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 (951) 222-8170

## UMOJA PROJECT

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The Umoja Project is a student success program that utilizes classified staff, specialized counselors, faculty mentors, and peer mentors to work with students to develop leadership skills and establish benchmarks for their academic success. The Umoja Project utilizes student engagement, retention, and success infused with African cultural traditions. The Swahili name of Umoja means "unity" and is dedicated to enhancing the personal experiences of African Americans and all other students to promote self-efficacy and academic persistence toward their educational goals.

Umoja offers courses such as ENG 1A, ENG 1B, and others to promote the African American Diaspora.

The program has a campus center where club activities, counseling appointments, and workshops occur. Successful outcomes are connected to mentoring, leadership, life planning, and developing an understanding of the community college culture and its services.

Office location: Bradshaw Student Center, Room 110

For more information, please call (951) 222-8130 or visit the Umoja Website <https://www.rcc.edu/student-support/cultural-engagement-resources/umoja.html>

## VETERANS ASSISTANCE

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Riverside City College provides assistance to Veterans for the following benefit programs:

- Chapter 30 - Active Duty Educational Assistance Program - Montgomery GI Bill® – Chapter 30
- Chapter 33 - Post-9/11 GI Bill® - Chapter 33, refer to [www.gibill.va.gov](http://www.gibill.va.gov) for updated information
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP) - Chapter 31
- Chapter 31 - Vocational Rehabilitation
- Chapter 35 - Survivors and Dependents Educational Assistance Program

Veterans may be eligible for priority registration for 15 years following the discharge from active duty. In order to be eligible, Veterans must take a copy of their DD214 discharge papers to RCC Veterans’ Services or Admissions office. Active duty military need to show proof of their military ID and orders.

Staff there will tell eligible veterans/active duty their priority registration dates.

Veterans seeking to use VA Educational Benefits apply online to the VA at [www.gibill.va.gov](http://www.gibill.va.gov) for their Certificate of Eligibility. One copy must be given to the Veterans' Services office at Riverside City College (RCC).

For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility, students are advised to complete Riverside City College's enrollment process such as completing the online admission application and if required, proceed with completing the placement survey and online orientation. All students are encouraged to submit the FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov) for additional financial assistance.

Before a VA Student Educational Plan (SEP) can be developed, all transcripts and DD214 must be received by RCC in order to have prior credit evaluated. Transcripts must be official, sealed and printed less than 90 days ago. After transcripts are received, Veterans need to contact via phone or email the RCC Veterans' Office to request an appointment with a VA counselor. After receiving the VA SEP, Veterans can register for approved classes on or after registration date and during priority registration. Check the VA website [www.gibill.va.gov](http://www.gibill.va.gov) for the listing of VA approved programs at RCC.

A Veterans Intent and Statement of Responsibility (Blue Form) must be completed and submitted to Veterans Services in order to begin the process of certification. Certification may take two to three weeks during peak times for processing. ***This form must be submitted to the College every term in order to request benefits and to avoid being dropped from courses for non-payment.***

Members or former members of the U.S. Armed Forces may be eligible for priority registration. Active Duty Military members are required to provide a valid Military ID and discharged Veterans must bring a copy of their DD214 (Certificate of Release or Discharge from Active Duty) to Veterans Services to determine eligibility for priority registration. For additional information:

Contact Veterans Services at (951) 222-8607 or email [veterans@rcc.edu](mailto:veterans@rcc.edu). Additional information is available at [www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx](http://www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx).

Riverside City College adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act). For more information please see Military and Veteran Students and Family Members in the General Information section of this catalog.



# GRADUATION REQUIREMENTS





## ASSOCIATE DEGREE

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### 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.

### General Education

General education is available at each college that makes up 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.

Specifically, the colleges offer all of their students a pattern of courses designed to produce an awareness of self and to provide a:

- basic competence with the English language in its written and spoken form
- minimum competence in mathematics
- knowledge of American history and governmental institutions
- regard for health, mental and physical, of oneself and of the community at large
- grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies
- knowledge in some depth of one subject area

## GENERAL EDUCATION STUDENT LEARNING OUTCOMES

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General education prepares students to be able to demonstrate an understanding of how knowledge is discovered and constructed in the natural sciences, the social and behavioral sciences, the humanities, and language and rationality. Students will understand the methods of inquiry that underlie the search for knowledge in these fields. In addition, students will gain demonstrable skills in four broad interdisciplinary areas.

### Critical Thinking

Students will be able to demonstrate higher order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems

and, where possible, solve them. Students will be able to develop, test, and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

### Information Competency and Technology Literacy

Students will be able to use technology to locate, organize, and evaluate information. They will be able to locate relevant information, judge the reliability of sources, and evaluate the evidence contained in those sources as they construct arguments, make decisions, and solve problems.

### Communication

Students will be able to communicate effectively in diverse situations. Be able to create, express and interpret meaning in oral, visual and written forms. Will also be able to demonstrate quantitative literacy and the ability to use graphical, symbolic and numerical methods to analyze, organize, and interpret data.

### Self-Development and Global Awareness

Students will be able to develop goals and devise strategies for personal development and well-being. Be able to demonstrate an understanding of what it means to be an ethical human being and effective citizen in their awareness of diversity and various cultural viewpoints.

The General Education Student Learning Outcomes were approved by the Board of Trustees on September 18, 2012.

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

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Programs of study leading to completion of a certificate, AS degree or AA degree require careful planning with the assistance of a counselor from the beginning. Students interested in a Career & Technical Education program will want to follow the requirements of the specific certificate or AS degree. Students planning to transfer to four-year institutions may be interested in the Associate for Degree Transfer program. The ADT program is designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information on the AA-T and AS-T degrees available at Riverside City College, please see Section IV of this catalog. Students are encouraged to meet with a Riverside City College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Students not interested in earning an AA-T or AS-T degree may earn an AA/AS degree with an emphasis in one of the nine areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor degree granting institution can use one of these nine areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

The governing board of Riverside Community College District shall confer the degree of associate in one of the nine areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

#### I. **Residence Requirement**

In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 12 units in residence at one of the colleges within the Riverside Community College District.

#### II. **Academic Coursework Taken at Other Colleges and Universities**

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days/three months ago, be in a sealed envelope from the institution and be submitted to the Admissions & Records office at the student's home college. Course credit is accepted from regionally accredited institutions as listed at [www.collegesource.org](http://www.collegesource.org). 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 an associate degree. Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

#### III. **Grade Point Average Requirement**

A student must have a minimum grade point average of 2.0 ("C" average) in degree applicable coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must not be less than 2.0 and will include the combination of grades from all transcripts. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average. Honors for graduation will be calculated in the same manner.

#### IV. **Unit Requirement**

The associate degree requires a minimum of 60 units of college work, of which 18 semester units must be in one of the nine areas of emphasis listed below. Students must also complete one of the three general education plans (see section VI).

Plan A requires a minimum of 27 units in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units), and Health Education and Self Development (5 units).

Plan B requires a minimum of 39 units as specified in the California State University General Education (CSUGE) pattern.

Plan C requires a minimum of 34-37 units as specified in the Intersegmental General Education Transfer

Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC). Students who wish to transfer are encouraged to complete an associate degree and see a counselor before selecting a plan.

#### V. **Competency Requirement (0-8 Units)**

A. Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher selected from Math 1-36 (excluding MAT-32), MAT-53, PSY/SOC-48 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as courses from other colleges/universities, or Early Assessment Test (EAP for CSU, MCAP)].

B. Students must demonstrate reading competency by obtaining:

1. Completion of Academic Literacy & Reading 3 or 83 with a "C" or higher;

**OR**

2. A minimum grade of "C" in each general education course;
3. Students have completed 60 degree applicable units with a 2.0 or higher GPA;

**OR**

4. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.

C. Students must demonstrate basic competency in writing by successfully completing the general education requirement of English 1A or 1AH or equivalent 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. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements.

The following courses are non-degree applicable:

All non-credit courses (numbered in the 800 series), Academic Literacy & Reading 83, 86; Communication Studies 51, 85A, 85B; Cosmetology 97A, 97B, 98A, 98B, 99A, 99B; EMS 40, 41; English 80, 85, 91; English as a Second Language 46, 47, 48, 71, 72, 90D-P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 42, 45, 52, 81, 82, 98, 105, 112, 125, 136; Nursing (Assistant) 80, 80A, 80B, 81, 86; Nursing (Continuing Education) 81; Nursing (Registered) 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C, 100, 107; Nursing (Vocational) 52A, 52B, 52C, 62A, 62B, 62C.



General education requirements can be met in one of three ways: Plan A, B, or C. Students should see a counselor for advice in selecting the plan that will best match their educational and career goals.

**Plan A:** the RCCD general education pattern which requires completion of a minimum of 27 units.

**Plan B:** the California State University General Education (CSUGE) pattern which requires completion of a minimum of 39 units.

**Plan C:** the Intersegmental General Education Transfer Curriculum (IGETC) pattern which requires completion of a minimum of 34 (UC) or 37 (CSU) units.

### PLAN A

#### RCCD General Education

##### A. Natural Sciences (3 units)

Anthropology (ANT): 1, 1H

Astronomy (AST): 1A, 1B

Biology (BIO): 1, 1H, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 18, 19, 20, 21, 31A, 31B, 31C, 31D, 31E, 40, 45, 50A, 50B, 55, 60, 60H, 61, 85

Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B

Geography (GEG): 1, 1H, 1L, 5

Geology (GEO): 1, 1B, 1L, 2, 3, 5, 30A, 30B, 31, 32

Oceanography (OCE): 1, 1L

Physical Science (PHS): 1, 5

Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11

Psychology (PSY): 2

**NOTE:** Waiver for the Natural Sciences requirement will be granted for Cosmetology 60C and Electronics 21.

##### B. Social and Behavioral Sciences (6 units)

###### 1. American Institutions (3 units)

Ethnic Studies (ETS): 2, 14, 15, 28, 29

History (HIS): 6, 6H, 7, 7H, 14, 15, 26, 28, 29, 31, 34

Political Science (POL): 1, 1H, 5

**AND**

###### 2. Social and Behavioral Sciences (3 units)

Administration of Justice (ADJ): 1, 3, 9, 9H

American Sign Language (ASL): 22

Anthropology (ANT): 2, 2H, 3, 4, 5, 6, 7, 8, 10, 16

Arabic (ARA): 11, 11H

Chemistry (CHE): 17

Chinese (CHI): 11

Communications (COM): 6, 9, 9H, 12, 13, 20

Early Childhood Education (EAR): 20

Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10

Ethnic Studies (ETS): 21, 23, 27, 44

French (FRE): 11

Geography (GEG): 2, 3, 4, 6, 7, 8, 30A, 30B, 30C, 30D

History (HIS): 1, 2, 2H, 4, 5, 11, 12, 19, 21, 22, 25, 32, 33, 35, 42, 44

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 60, 61, 62, 69, 70, 71, 72, 73, 74

Italian (ITA): 11

Japanese (JPN): 11

Military Science (MIL): 1, 2

Political Science (POL): 2, 2H, 3, 4, 4H, 6, 8, 10, 11, 12, 13, 14, 17, 20, 21, 22, 23

Psychology (PSY): 1, 1H, 8, 9, 10, 33, 35, 35H, 48, 50

Russian (RUS): 11

Sociology (SOC): 1, 1H, 2, 3, 10, 10H, 12, 15, 20, 23, 25, 48, 50

Spanish (SPA): 11, 12

##### C. Humanities (3 units)

Architecture (ARE): 36

American Sign Language (ASL): 1, 2, 3, 4, 22

Arabic (ARA): 1, 2, 3, 8, 11, 11H

Art (ART): 6, 6H, 11, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A,

- 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 50A, 50B, 51A, 51B  
 Art History (AHS): 1, 1H, 2, 2H, 3, 4, 5, 6, 6H, 7, 8, 9, 10, 11, 12, 13, 14, 15  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 7, 11, 12  
 Dance (DAN): 6, 6H, 7, 8, 9  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17A, 17B, 17C, 18, 20, 23, 24, 25, 30, 34, 35, 38A, 38B, 38C, 40, 41, 44, 45, 48  
 Ethnic Studies (ETS): 13, 18, 20, 24, 25  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5  
 Film, Television, and Video (FTV): 12, 38A, 38B, 41, 42, 44A, 45A, 48, 51A, 51B, 52, 53, 64A, 65, 67, 68, 71A, 72, 74, 77, 79  
 French (FRE): 1, 2, 3, 8, 11  
 Game Development (GAM): 2  
 History (HIS): 1, 2, 2H, 4, 5  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 20A, 20B, 20C, 23, 35  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Music (MUS): 1, 3, 4, 5, 6, 8A, 8B, 9, 10, 11, P11, 12, P12, 19, 19H, 20, 21, 22, 23, 25, 26, P27, 28, P28, 29, 30, 31, 32A, 32B, 32C, 32D, P32A, 33, 35, 36, P36, 37, 38, 39, 40, 41, 42, 43A, 43B, 43C, 44, P44, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 65, 66, 67, 68, 69, 70, P70, 71, 72, 73, 74, 75, 76, P76, 77, P77, 78, 79, 80, 81, 82, 83, 84, P84, 85, 86, 87, 88, 89, 89H, 92, 93, 94, 95, 97, 98, 101  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 33, 34, 35, 36  
 Photography (PHO): 8  
 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1H, 2, 2H, 3, 4, 8, 11, 12  
 Theater Arts (THE): 2, 3, 4, 5, 6, 9, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54, 55, 56, 57, 58
- D. Language and Rationality (10 units)
- English composition (4 units)  
 English (ENG): 1A, 1AH
  - Communication and analytical thinking (6-8 units)  
 Students must complete one course from two of the following disciplines. Only one course may be chosen from Computer Information Systems or Computer Science.
- Academic Literacy and Reading (ALR): 4  
 Communication Studies (COM): 1, 1H, 2, 3, 6, 9, 9H  
 Computer Information Systems (CIS): 1A, 5, 7, 14A, 17A, 18A, 30A  
 Computer Science (CSC): 5, 7, 8, 14A, 17A, 18A  
 English (ENG): 1B, 1BH  
 Mathematics (MAT): 1A, 1AH, 1B, 1C, 2, 3, 5, 10, 11, 12, 12H, 15, 23, 25, 26, 32, 35, 36, 53  
 Philosophy (PHI): 11, 32  
 Psychology (PSY): 48, 50  
 Sociology (SOC): 48, 50

## E. Health Education and Self Development (5 units)

- Health Education (3 units)  
 Biology (BIO): 35  
 Health Education (HES): 1

NOTE: Students are exempt from the Health Education requirement when they complete the Dental Hygiene program, the EMS program, or the Registered or Vocational Nursing program.

- Self Development (Minimum 2 units)  
 Option 1- Kinesiology (two activities courses)  
 Complete two activity courses. Any Kinesiology course with an A or V, or any Dance course with a D is considered an activity course.  
 Dance (DAN): D5, D8, D9, D10, D13, D14, D15, D16, D17, D20, D21, D22, D23, D25, D26, D29, D30A, D30B, D30C, D31, D31B, D32, D33, D34, D35, D37, D38, D39, D43, D44, D46, D47, D48, D49, D50, D51, D60  
 Kinesiology (KIN): A03, A04, A07, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54A, A54B, A55, A57A, A57B, A57C, A62, A64, A64A, A64B, A64C, A67, A68, A69, A71, A75A, A75B, A77A, A77B, A77C, A81, A81A, A81B, A81C, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C, V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V21, V22, V23, V24, V25, V26, V27, V33, V34, V50, V51, V52, V53, V60, V61, V70, V71, V78, V92, V94, V95

The following courses have a laboratory component and may be counted as one of the two activity courses required:

Kinesiology (KIN): 6, 23, 27, 28, 29, 33, 34  
 Music (MUS): 48, 49, 59, 60, 61, 66

**OR**

Option 2 - Fitness and Wellness  
 Academic Literacy and Reading (ALR): 3  
 Guidance (GUI): 47, 48  
 Kinesiology (KIN): 4, 12, 30, 35, 36, 38

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, or the EMS program.

Five units will be awarded towards fulfillment of RCCD GE area E: Health Education and Self Development upon presentation of a DD214, NOBE, or ID card for active military. JST transcripts, DD214, and Certificates of Completion are used to evaluate additional military credit.

**PLAN B**

Riverside City College - California State University General Education Pattern. See Section IV of the catalog, "Requirements for College Transfer."

**PLAN C**

Riverside City College - Intersegmental General Education Transfer Curriculum (IGETC) Pattern. See Section IV of the catalog, "Requirements for College Transfer."

**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. Registered apprentices must complete at least two terms of an approved registered apprenticeship program at Riverside Community College District, with a grade of "C" or better, in order to apply for an apprenticeship certificate. 50% of the coursework for any certificate pattern must be completed at any of the colleges within Riverside Community College District, with 1 course completed from the college awarding the certificate. A grade of "C" or better is required for each course.

**Petition for Graduation (degree or certificate)**

Students may apply for degrees and certificates during the following application periods:

- Summer: First day of Summer term through July 15 to graduate in Summer
- Fall: First day of Fall term through October 15 to graduate in Fall
- Winter: First day of Winter term through February 1 to graduate in Winter or Spring
- Spring: First day of Spring term through April 1 to graduate in Spring

Students who apply during these periods may participate in the commencement ceremony as long as they are missing no more than nine units to graduate. Students who want to participate in the commencement ceremony must file their application by April. Students may earn more than one degree at the College.

**Catalog Rights**

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ summer 2022 through spring 2023. 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 their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

**AREA OF EMPHASIS: ASSOCIATE OF ARTS****ADMINISTRATION AND INFORMATION SYSTEMS  
AA494/AA494B/AA494C**

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of

skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

**Program Learning Outcomes**

Students possessing an Associate Degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles.
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and theme and by which economic grow this achieved and sustained.
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management.
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment.
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems
6. Locate, process, and utilize information effectively.

**The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

**Included Disciplines and Courses**

Required Courses (9 units, selected from the following):

Accounting (ACC): 1A  
 Business Administration (BUS): 10, 10H, 18A  
 Computer Applications and Office Technology (CAT): 3  
 Computer Information Systems (CIS): 1A, 3  
 Economics (ECO): 7, 7H, 8, 8H  
 Political Science (POL): 8

Elective Courses (9 additional units, selected from the following):

Accounting (ACC): 1A, 1B, 38  
 Business Administration (BUS): 10, 10H, 18A, 18B, 20, 22, 80  
 Communications Studies (COM): 1, 1H, 6, 9, 9H, 12, 13  
 Computer Applications and Office Technology (CAT): 3, 31  
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5

Computer Science (CSC): 2, 5  
 Economics (ECO): 4, 6, 7, 7H, 8, 8H  
 Library (LIB): 1  
 Management (MAG): 44  
 Marketing (MKT): 20  
 Political Science (POL): 6, 8

### **AMERICAN STUDIES AA492/AA492B/AA492C**

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

#### **Program Learning Outcomes**

Students possessing an Associate Degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:

1. Critically analyze the history, culture, politics and society of the United States.
2. Interpret American history, culture, politics and society orally and in written form.
3. Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4. Describe and analyze of the diversity of the American people as a society of immigrants developing national traditions and culture.

**The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

Take one of these two-semester sequences (6 units):

English (ENG): 14 and 15  
 Ethnic Studies (ETS): 14 and 15, 28 and 29  
 History (HIS): 6, 6H and 7, 7H, 11 and 12, 14 and 15, 28 and 29

Elective courses: (12 additional units, selected from the following):

American Sign Language (ASL): 22  
 Economics (ECO): 7, 7H  
 English (ENG): 14, 15, 18, 20, 25  
 Ethnic Studies (ETS): 2, 14, 15, 18, 20, 25, 28, 29  
 Film, Television and Video (FTV): 12  
 History (HIS): 6, 6H, 7, 7H, 11, 12, 14, 15, 26, 28, 29, 31, 34  
 Humanities (HUM): 9, 11, 16  
 Military Science (MIL): 1, 2  
 Music (MUS): 23, 25, 26, 89, 89H

Philosophy (PHI): 19  
 Political Science (POL): 1, 1H, 5, 12, 13  
 Sociology (SOC): 2, 3, 15

### **COMMUNICATION, MEDIA AND LANGUAGES AA495/AA495B/AA495C**

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in Communication, Media and Languages is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Communication Studies and World Languages at four-year institutions. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

#### **Program Learning Outcomes**

Students possessing an Associate Degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

**The student must complete 18 units of study across three disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

#### **Included Disciplines and Courses**

Academic Literacy & Reading (ALR): 4  
 American Sign Language (ASL): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Anthropology (ANT): 8  
 Applied Digital Media (ADM): 1  
 Arabic (ARA): 1, 2, 3, 8, 11  
 Chinese (CHI): 1, 2, 11

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19  
 English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48, 49  
 Ethnic Studies (ETS): 20, 25  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5  
 Film, Television and Video (FTV): 12, 44A, 45A, 65  
 French (FRE): 1, 2, 3, 8, 11  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D  
 Library (LIB): 1  
 Photography (PHO): 12  
 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 51

## **FINE AND APPLIED ARTS**

### **AA496/AA496B/AA496C**

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

### **Program Learning Outcomes**

Students possessing an Associate of Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose-sometimes called "artistic voice"-that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

**The student must complete 18 units of study across a maximum of three disciplines with 9 units from a single discipline and with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

### **Included Disciplines and Courses**

Applied Digital Media (ADM): 1, 2C, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 200  
 Art (ART): 6, 6H, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Art History (AHS): 1, 1H, 2, 2H, 3, 4, 5, 6, 6H, 7, 8, 9, 10, 11, 12, 13, 14  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11  
 Dance (DAN): 6, 6H, 7, 8, 9, D9, D10, D13, D14, D15, D16, D17, D19, D20, D21, D22, D23, D25, D29, D31, D32, D33, D34, D37, D38, D39, D43, D44, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 17A, 17B, 17C  
 Film, Television, and Video (FTV): 38A, 38B, 41, 42, 44A, 45A, 48, 51A, 51B, 52, 53, 64A, 65, 66, 67, 68, 72  
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84  
 Photography (PHO): 8, 9, 20, 200  
 Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

## **HUMANITIES, PHILOSOPHY AND ARTS**

### **AA497/AA497B/AA497C**

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

### **Program Learning Outcomes**

Upon completion, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.

- Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
- Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
- Evaluate the role of individual human agency in history.
- Research and write critical interpretive essays demonstrating a high skill level.

**The student must complete 18 units of study across three disciplines; 9 units must be taken in a single discipline. Up to three units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

### **Included Disciplines and Courses**

American Sign Language (ASL): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Anthropology (ANT): 7, 8  
 Arabic (ARA): 1, 2, 3, 8, 11, 11H  
 Architecture (ARE): 36  
 Art (ART): 6, 6H  
 Art History (AHS): 1, 1H, 2, 2H, 3, 4, 5, 6, 6H, 7, 8, 9, 10, 11, 12, 13, 14  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13  
 Dance (DAN): 6, 6H  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48  
 Ethnic Studies (ETS): 2, 13, 14, 15, 18, 20, 25, 28, 29  
 Film, Television and Video (FTV): 12, 65  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5  
 French (FRE): 1, 2, 3, 8, 11  
 Game Development (GAM): 2  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 25, 26, 28, 29, 31, 32, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Library (LIB): 1  
 Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35  
 Political Science (POL): 11 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 51  
 Theatre (THE): 3, 29

### **Applicable Studio Courses Include:**

*(Note that some classes are less than 3 units)*

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D13, D14, D15, D16, D17, D19, D20, D21, D22, D23, D25, D29, D31, D32, D33, D34, D37, D38, D39, D43, D44, D46, D47, D48, D49, D50, D51, D60

English (ENG): 11, 12, 17A, 17B, 17C

Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84

Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

### **KINESIOLOGY, HEALTH AND WELLNESS**

#### **AA498/AA498B/AA498C**

Kinesiology, Health and Wellness is a collection of courses that emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding problem solving strategies of these principles to integrate, apply and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist and Physical Education and Health Education teachers may require education beyond a bachelor's degree.

### **Program Learning Outcomes**

Upon completion, a student will be able to:

- Analyze understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
- Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
- Identify and interpret the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

**The student must complete 18 units of study with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

### **Included Disciplines and Courses**

Required Courses (take 3 units in each of the two disciplines):

Health Science (HES):1 (or BIO 35)

Kinesiology/academic courses (KIN): 4, 6, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38

**Elective Courses** (12 additional units, selected from the following)

Biology (BIO): 4, 6, 18, 45, 50A, 50B

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, 47, 48

Kinesiology/academic courses (KIN): 4, 6, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38

Kinesiology/activity courses (KIN): A03, A04, A07, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54A, A54B, A55, A57A, A57B, A57C, A64, A64A, A64B, A64C, A67, A68, A69, A71, A75A, A75B, A77A, A77B, A77C, A81A, A81B, A81C, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C

Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V27, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V82, V92, V94, V95

**A course may only be counted once except for varsity courses.**

## **SOCIAL AND BEHAVIORAL STUDIES**

### **AA499/AA499B/AA499C**

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

### **Program Learning Outcomes**

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.

2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

**The student must complete 18 units of study across a minimum of three disciplines listed below with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

### **Included Disciplines and Courses**

Administration of Justice (ADJ): 1, 2, 3, 4, 5, 6, 8, 9, 9H, 13, 14, 15, 20, 21, 22, 25

American Sign Language (ASL): 22

Anthropology (ANT): 1, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13  
Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10

Ethnic Studies (ETS): 27

Geography (GEG): 2, 3, 4, 6

Guidance (GUI): 47, 48

History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 35

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7A, 7B, 7C, 7D, 8, 10A, 10B, 10C, 11, 12, 13, 14

Psychology (PSY): 1, 1H, 2, 8, 9, 33, 35, 35H, 48, 50

Sociology (SOC): 1, 1H, 2, 3, 10, 10H, 12, 15, 20, 25, 48

## **ASSOCIATE OF SCIENCE: AREA OF EMPHASIS**

### **Career & Technical Education Program**

An associate of science degree in Career & Technical Education program will be awarded upon completion of the requirements for the certificate or program of 18 units or more with a grade of “C” or better or a “P,” if the course is taken on a “pass-no pass” basis. 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.

### **MATH AND SCIENCE**

#### **AS493/AS493B/AS493C**

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. Courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/exercise science and the medical sciences.

### Program Learning Outcomes

Students possessing an Associate Degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypotheses.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

*The student must complete 18 units of study with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.*

### Included Disciplines and Courses

Required Courses (Take one course in each of the three categories, including one course with a lab):

1. Mathematics:  
Mathematics (MAT): 1A, 1AH, 5, 10, 11, 12, 12H, 25
2. Physical Sciences:  
Astronomy (AST) 1A  
Chemistry (CHE) 1A, 1AH, 2A, 3, 10  
Geography (GEG) 1, 1H, 1L  
Geology (GEO) 1, 1L, 3  
Oceanography (OCE) 1  
Physical Science (PHS) 1  
Physics (PHY) 2A, 4A, 10
3. Life Sciences:  
Biology (BIO) 1, 1H, 2, 4, 5, 6, 7, 8, 9, 10, 18, 19, 20, 50A, 55, 60, 60H

**Elective Courses** (The remaining units may be taken from any of the following courses):

Anthropology (ANT): 1, 1H  
Astronomy (AST): 1A, 1B  
Biology (BIO): 1, 1H, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 18, 19, 20, 31A, 31B, 31C, 31D, 31E, 35, 40, 45, 50A, 50B, 55, 60, 60H, 61, 85  
Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17  
Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C  
Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C  
Electronics (ELE): 23, 25  
Engineering (ENE): 10, 21, 27, 30, 35  
Geography (GEG): 1, 1H, 1L, 5

Geology (GEO): 1, 1B, 1L, 3  
Health Science (HES): 1  
Mathematics (MAT): 1A, 1AH, 1B, 1C, 2, 3, 5, 10, 11, 12, 12H, 25, 32, 36  
Oceanography (OCE): 1, 1L  
Physical Science (PHS): 1, 5  
Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11  
Psychology (PSY): 2

*A course may only be counted once.*

## SCHOLASTIC HONORS AT COMMENCEMENT

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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. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

## DEAN'S LIST

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Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular dean's list) will be recognized by a letter from the Dean of Instruction.

## GRADING SYSTEM

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Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used “A”, excellent; “B”, good; “C”, satisfactory; “D”, passing, less than satisfactory; “F”, failing; “FW”, failing due to cessation of participation in a course after the last day to officially withdraw from a course; “I”, incomplete; “IP”, in progress; “RD”, report delayed; “P”, pass; “NP”, no pass; “W”, formal withdrawal from the college or a course; “EW” (excused withdrawal); “MW” (military withdrawal).

### Incomplete

An “I” is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the “I” shall be stated by the instructor in a written contract submitted online on WebAdvisor/MyPortal. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor/MyPortal. 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. 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” symbol will be changed to the grade the instructor has predetermined if the student does not meet the conditions of the agreement.

### **Military Withdrawal**

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. A “W” 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”.

Students should refer to WebAdvisor/MyPortal for withdrawal deadlines.

### **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” or “FW”, no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: “I”, “W”, “NP”, “P”, “IP”, “RD”, “EW” 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 Colleges.

### **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:

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

- Permission to audit a class is done at the discretion of the instructor and with instructor’s signature.
- When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
- With the instructor’s signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20 percent of the course has been completed.
- With the instructor’s signature and permission, a student may enroll in a course for audit at any time during the semester if he/ she has not enrolled in that course for credit during the same semester.
- No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
- Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor’s discretion is strongly recommended.
- The audit fee is \$15 per unit. Students enrolled in 10 or more semester units may audit an additional 3 units free (may be 3 one-unit courses). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on the RCCD transcript. Forms and information are available at the Admissions offices on the Riverside City, Moreno Valley and Norco colleges.

### **Pass/No Pass Classes**

Discipline faculty are responsible for determining the appropriate Pass/No Pass option for each course. All sections of the course must be offered in the same manner. Courses may be offered for Pass/No Pass in either of the following categories and will be specified in the catalog:

- Class sections wherein all students are evaluated on a Pass/No Pass basis.
- Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Students electing this option must file a petition in Admissions at Riverside, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20 percent of a shorter-than-semester term.

Units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. Although no grade points are earned, a pass grade is granted through RCCD for performance that is equivalent to the letter grade of “C” or better. However, units attempted for which NP is recorded are considered in probation and dismissal procedures. Students should consult with a counselor before changing the grading option on a course.

Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

### **Final Examinations - Final Grades**

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an “F” grade in the course. Final grades may be obtained on WebAdvisor/MyPortal immediately after they are submitted by the instructor.

## **ADVANCED PLACEMENT**

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Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of 3, 4 or 5 in specified subject areas. Advanced Placement subject credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own college policies.

Students who have successfully completed AP exams with scores of 3, 4 or 5 may earn credit towards GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. Please refer to the RCCD AP Credit Chart for specific information on how AP credits are applied to each of these categories. Official AP Scores must be sent to the Admissions and Records office for official evaluation. Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution. For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive.

Students should always see a counselor to review the applicability of AP credits towards the different academic requirements.

### **International Baccalaureate (IB) Credit**

Students who have successfully completed IB exams with scores of 5, 6 or 7 may earn credit towards RCC GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. For CSU GE and IGETC certifications, IB unit and area credit is awarded as approved by the CSU and UC systems. A score of 4 on certain exams may be acceptable for CSU GE and RCCD GE, but not for IGETC. . Check with a counselor for more information. Please refer to the RCCD IB Credit Chart for specific information on how IB credits are applied to each of these categories.

### **Duplication of AP/IB and College Courses**

Students, please be advised that college courses taken before or while attending an RCCD college may duplicate IB or AP

examinations. If an IB or AP exam duplicates a college course or vice versa, a student will be awarded credit for only one.

## **CREDIT FOR PRIOR LEARNING**

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### **References:**

BP 2235

Title 5 Section 55050

Credit may be earned by students who satisfactorily pass an assessment, which may include approved external standardized examinations, credit by examination, and the evaluation of Joint Services Transcripts (in the case of military service), student-created portfolios, industry credentials and experience, to be determined by faculty in the district-wide discipline. The Chancellor shall establish administrative procedures to implement this Board Policy in consultation with District Academic Senate.

Also see AP 2235 Credit for Prior Learning and AP 2236 Advanced Placement 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. In the case of foreign (world) 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 12 units or more 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 with consultation and review by the Office of Educational Services.

All students, including concurrently enrolled high school students, must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco colleges 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 credit in residence required for an associate degree.

#### **Credit for College-Level Examination Program (CLEP)**

*Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.* CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. 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 Counseling office.

#### **RCCD General Education/CSU-GE Credit for CLEP Tests**

Students may earn credit for College-Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU-GE and RCCD general education (GE). UC does not award units for CLEP credit. Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. Course credit and units granted at Riverside City College may differ from course credit and units granted by another college or transfer institution.

### **MILITARY CREDIT**

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Five units will be awarded towards fulfillment of RCCD GE area E: Health Education and Self Development upon presentation of a DD214, NOBE, or ID card for active military. JST transcripts, DD214, and Certificates of Completion are used to evaluate additional military credit. Military transcripts are evaluated based on the recommendations of the ACE Military Guide. Credit may be used to fulfill RCCD GE, area of emphasis, certificate or elective degree requirements.

Three units will be awarded towards CSU General Education area E certification for military veterans who submit a DD214 or other appropriate military transcript as evidence of completion of basic training (per CSU policy).

### **COMBINED EXTERNAL CREDIT**

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A maximum of 30 units may be granted in total from one or more of the following: CLEP, military training, AP, IB, or Credit for Extra Institutional Learning, which may include student-created portfolios, industry credentials and experience, to be determined by faculty in the district-wide discipline.

In order to receive an A.A./A.S. degree, a student must complete 12 units in residence at one of the colleges within the Riverside Community College District.

50% of the coursework for any certificate pattern must be completed at any of the colleges within Riverside Community

College District, with 1 course completed from the college awarding the certificate. A grade of "C" or better is required for each course.



## INTERNATIONAL BACCALAUREATE (IB) CHART

The IB chart below is an indication of how the IB Exams may be used to satisfy RCCD GE, IGETC and CSU GE Area requirements. An acceptable IB score for RCCD GE, IGETC or CSU GE certification purposes equates to either 3 semester or 4 quarter units.

### 2021-2022 RCCD International Baccalaureate (IB) Examination Chart

IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Biology HL	5,6,7	3	Natural Sciences	3 semester units toward area B2	6	3 semester units toward area 5B	5.3
IB Chemistry HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Economics HL	5,6,7	3	Social and Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB Geography HL	5,6,7	3	Social and Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB History (any region) HL	5,6,7	3	Humanities or Social and Behavioral Sciences	3 semester units toward area C2 or D	6	3 semester units toward area 3B or 4	5.3
IB Language A: Literature (any language except English) HL	4	3	Humanities	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B or 6A	5.3
IB Language A: Language and Literature (any language, except English) HL	4	3	Humanities	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language, except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B or 6A	5.3
IB Language A: Literature (any language) HL	4	3	Humanities	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language A: Language and Literature (any language) HL	4	3	Humanities	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language B (any language) HL	4	N/A	N/A	N/A	6	N/A	N/A
IB Language B (any language) HL	5,6,7	3	Humanities	N/A	6	3 semester units toward area 6A	5.3
IB Mathematics HL	4	3	Language and Rationality	3 semester units toward area B4	6	N/A	N/A

IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Mathematics HL	5,6,7	3	Language and Rationality	3 semester units toward area B4	6	3 semester units toward area 2A	5.3
IB Physics HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Psychology HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	3	3 semester units toward area 4	5.3
IB Theatre HL	4	3	Humanities	3 semester units toward area C1	6	N/A	N/A
IB Theatre HL	5,6,7	3	Humanities	3 semester units toward area C1	6	3 semester units toward area 3A	5.3

- Actual IB transfer credit and number of units awarded for IB exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems. The IB chart is based on the most current information available at the time of catalog publication.
- The UC system-wide policy for IB credit can be found at: <https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ib-credits.html>
- The CSU system-wide policy for IB credit can be found at: <https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>
- 2020 IGETC Standards Version 2.1: <https://icas-ca.org/wp-content/uploads/2020/06/IGETC-STANDARDS-FINAL-Approved-June-3-2020.pdf>
- Students should always see a counselor to review the applicability of IB credits towards the different academic requirements.

## ADVANCED PLACEMENT (AP) EXAMINATION CHART

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Art History	3,4,5	<b>Art 1 and 2</b>	3+3	Humanities	3 semester units toward Area C1 or C2	6	3 semester units toward Area 3A or 3B	5.3
Biology	3,4,5	<b>Biology 1</b>	4	Natural Sciences	4 semester units toward Area B2 and B3	6	4 semester units toward Area 5B and 5C	5.3
Calculus AB (or Calculus BC/AB SubScore)	3,4,5	<b>Math 1A</b>	4	Language and Rationality	3 semester units toward Area B4	3 <i>(If a student passes more than one exam in Calculus only one exam may be applied.)</i>	3 semester units toward Area 2A	2.7 <i>(Maximum credit 5.3 semester units for both Math AB and Math BC exams.)</i>
Calculus BC	3,4,5	<b>Math 1A and 1B</b>	4+4	Language and Rationality	3 semester units toward Area B4	6 <i>(If a student passes more than one exam in Calculus only one exam may be applied.)</i>	3 semester units toward Area 2A	5.3 <i>(Maximum credit 5.3 semester units for both Math AB and Math BC exams.)</i>
Chemistry (Exam taken prior to Fall 2009)	3,4,5	<b>Chemistry 1A and 1B</b>	5+5	Natural Sciences	6 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chemistry (Exam taken Fall 2009 or later)	3,4,5	<b>Chemistry 1A and 1B</b>	5+5	Natural Sciences	4 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chinese Language and Culture	3,4,5	<b>Chinese 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Comparative Government & Politics	3,4,5	<b>Political Science 2</b>	3	Social Behavioral Sciences	3 semester units toward Area D8	3	3 semester units toward Area 4	2.7
Computer Science A	3,4,5	<b>CIS/CSC Elective</b>	3	N/A	N/A	3 <i>(If a student passes more than one exam in Computer Science only one exam may be applied.)</i>	N/A	1.3 <i>(Maximum credit 2.7 semester units for both Computer Science A and AB exams.)</i>
Computer Science AB	3,4,5	<b>CIS/CSC Elective</b>	3	N/A	N/A	6	N/A	2.7

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
						<i>(If a student passes more than one exam in Computer Science only one exam may be applied.)</i>		<i>(Maximum credit 2.7 semester units for both Computer Science A and AB exams.)</i>
Computer Science Principles	3,4,5	CIS/CSC GE Elective	3	Language and Rationality	3 semester units toward Area B4	6 <i>(If a student passes more than one exam in Computer Science only one exam may be applied.)</i>	N/A	5.3
English Language and Composition	3,4,5	<b>English 1A</b>	4	Language and Rationality	3 semester units toward Area A2	6	3 semester units toward Area 1A	5.3 <i>(Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)</i>
English Literature and Composition	3,4,5	<b>English 1A and English Literature Elective</b> <i>(Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.)</i>	4+3	Language and Rationality and Humanities	6 semester units toward Area A2 and C2	6	3 semester units toward Area 1A or 3B	5.3 <i>(Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)</i>
Environmental Science (Exam taken prior to Fall 2009)	3,4,5	<b>Biology 19</b> (Formerly BIO-36)	3	Natural Sciences	4 semester units toward Area B1 and B3 or Area B2 and B3	4	3 semester units toward Area 5A and 5C	2.7
Environmental Science	3,4,5	<b>Biology 19</b> (Formerly BIO-36)	3	Natural Sciences	4 semester units toward Area B1 and B3	4	3 semester units toward Area 5A and 5C	2.7



AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
(Exam taken Fall 2009 or later)								
European History	3,4,5	<b>History 5</b>	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 and D6	6	3 semester units toward Area 3B and 4	5.3
French Language (Exam taken prior to 2009.)	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language (Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.)	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language and Culture	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Literature (Exam offered until 2009.)	3,4,5	<b>French Elective</b>	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language (Exam taken prior to Fall 2009.)	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language (Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.)	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language and Culture	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Human Geography	3,4,5	<b>Geography 2</b>	3	Social Behavioral Sciences	3 semester units toward Area D5	3	3 semester units toward Area 4	2.7
Italian Language and Culture	3,4,5	<b>Italian 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Japanese Language and Culture	3,4,5	<b>Japanese 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Latin Literature (Exam offered until 2009.)	3,4,5	<b>Latin 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Latin Vergil (Exam offered until 2012.)	3,4,5	<b>Latin 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	<b>Latin 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Macroeconomics	3,4,5	<b>Economics 7</b>	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Macroeconomics	3,4,5	<b>Economics 8</b>	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Music Theory (Exam taken prior to Fall 2009.)	3,4,5	<b>Music Elective Music 3</b>	3 4	Humanities	3 semester units toward Area C1	6	N/A	5.3
Music Theory (Exam taken Fall 2009 or later.)	3,4,5	<b>Music Elective Music 3</b>	3 4	Humanities	N/A	6	N/A	5.3
Physics 1	3,4,5	<b>Physics 10 and 11</b> <i>(If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)</i>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 <i>(If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)</i>	4 semester units toward Area 5A and 5C	5.3 <i>(Maximum credit 5.3 semester units for all Physics exams.)</i>
Physics 2	3,4,5	<b>Physics 10 and 11</b> <i>(If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)</i>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 <i>(If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)</i>	4 semester units toward Area 5A and 5C	5.3 <i>(Maximum credit 5.3 semester units for all Physics exams.)</i>
Physics B (Exam taken prior to Fall 2009.)	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	6 semester units toward Area B1 and B3	6 <i>(If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)</i>	4 semester units toward Area 5A and 5C	5.3 <i>(Maximum credit 5.3 semester units for all Physics exams.)</i>
Physics B (Exam taken between Fall 2009 and 2014. Exam offered until 2014.)	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	4 semester units toward Area B1 and B3	6 <i>(If a student passes more than one AP exam in Physics a maximum of</i>	4 semester units toward Area 5A and 5C	5.3 <i>(Maximum credit 5.3 semester units for all Physics exams.)</i>

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
						6 units may be applied.)		
Physics C: Mechanics	3,4,5	<b>Physics 4A</b>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 <i>(If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)</i>	3 semester units toward Area 5A and 5C	2.7 <i>(Maximum credit 5.3 semester units for all Physics exams.)</i>
Physics C: Electricity and Magnetism	3,4,5	<b>Physics 4B</b>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 <i>(If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)</i>	3 semester units toward Area 5A and 5C	2.7 <i>(Maximum credit 5.3 semester units for all Physics exams.)</i>
Psychology	3,4,5	<b>Psychology 1</b>	3	Social Behavioral Sciences	3 semester units toward Area D9	3	3 semester units toward Area 4	2.7
Seminar	3,4,5	<b>No Equivalent</b>	N/A	N/A	N/A	3	N/A	N/A
Spanish Language (Exam was offered until 2014.)	3,4,5	<b>Spanish 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Language and Culture	3,4,5	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature (Exam was offered until 2013.)	3,4,5	<b>Spanish Elective</b> <i>(Elective units may be used towards AOE in Communication, Media, and Languages and Humanities, Philosophy, and Arts.</i>  <i>They may be also be applied to list A of the ADT in Spanish.)</i>	3	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature and Culture	3,4,5	<b>Spanish Elective</b> <i>(Elective units may be used towards AOE in Communication, Media, and</i>	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
		<i>Languages and Humanities, Philosophy, and Arts.</i>  <i>They may be also be applied to list A of the ADT in Spanish.)</i>						
Statistics	3,4,5	<b>Math 12</b>	4	Language and Rationality	3 semester units toward Area B4	3	3 semester units toward Area 2A	2.7
Studio Art: 2D Design	3,4,5	<b>Art 22</b> <i>(It is recommended that students meet with an Art faculty member to review portfolio.)</i>	3	Humanities	N/A	3	N/A	5.3 <i>(Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)</i>
Studio Art: 3D Design	3,4,5	<b>Art 24</b> <i>(It is recommended that students meet with an Art faculty member to review portfolio.)</i>	3	Humanities	N/A	3	N/A	5.3 <i>(Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)</i>
Studio Art: Drawing	3,4,5	<b>Art 17</b> <i>(It is recommended that students meet with an Art faculty member to review portfolio.)</i>	3	Humanities	N/A	3	N/A	5.3 <i>(Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)</i>
U.S. Government & Politics	3,4,5	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D8 and US-2	3	3 semester units toward Area 4 and US-2	2.7
U. S. History	3,4,5	<b>History 6 and 7</b>	3+3	American Institutions or Humanities	3 semester units toward Area C2 or D6 and US-1	6	3 semester units toward Area 3B or 4 and US-1	5.3
World History: Modern	3,4,5	<b>History 2</b>	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	3	3 semester units toward Area 3B or 4	5.3

- Actual AP transfer credit and number of units awarded for AP exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems.
- The AP chart is based on the most current information available at the time of catalog publication.

- The UC system-wide Policy for AP credit (units towards admission) can be found at: AP credits | UC Admissions (universityofcalifornia.edu)
- The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at: <https://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx>
- 2020 IGETC Standards Version 2.1  
IGETC-STANDARDS-FINAL-Approved-June-3-2020.pdf (icas-ca.org)
- Important Note:** Each CSU and UC campus determines how an AP exam may count toward credit in a particular major and which scores they consider acceptable. This information may be found in either the university's college catalog or on their website. Students should see a counselor to review the applicability of AP credits towards the different academic requirements.

## RCCD COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT CHART

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
American Government	50	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D	3
American Literature	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
Analyzing and Interpreting Literature	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
Biology	50	<b>Biology 10</b>	3	Natural Sciences	3 semester units toward Area B2	3
Calculus	50	<b>Math 1A</b>	4	Language and Rationality	3 semester units toward Area B4	3
Chemistry	50	<b>Chemistry 10</b>	3	Natural Sciences	3 semester units toward Area B1	3
College Algebra	50	<b>Math 11</b>	4	Language and Rationality	3 semester units toward Area B4	3
College Compositions	50	<b>English 1A and Elective</b>	4+4	Language and Rationality	N/A	N/A
College Compositions - Modular	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	N/A
College Mathematics	50	<b>Math 25 and Elective</b>	3+3	Language and Rationality	N/A	N/A
English Literature (Exam taken prior to Fall 2011)	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
English Literature (Exam taken Fall 2011 or later)	50	<b>English Literature Elective</b>	3	Humanities	N/A	3
Financial Accounting	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	3
French Language Level I	50	<b>French 1 and 2</b>	5+5	Humanities	N/A	6
French Language Level II (Exam taken prior to Fall 2015.)	59	<b>French 1, 2, 3 and 4</b>	5+5+5+5	Humanities	3 semester units towards Area C2	12
French Language Level II	59	<b>French 1, 2, 3 and 4</b>	5+5+5+5	Humanities	3 semester units towards Area C2	9

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
(Exam taken Fall 2015 or later.)						
German Language Level I	50	<b>German 1 and 2</b>	5+5	Humanities	N/A	6
German Language Level II (Exam taken prior to Fall 2015.)	60	<b>German 1, 2 and 3</b>	5+5+5	Humanities	3 semester units towards Area C2	12
German Language Level II (Exam taken Fall 2015 or later.)	60	<b>German 1, 2 and 3</b>	5+5+5	Humanities	3 semester units towards Area C2	9
History of the United States I	50	<b>History 6</b>	3	American Institutions	3 semester units towards Area D and US-1	3
History of the United States II	50	<b>History 7</b>	3	American Institutions	3 semester units towards Area D and US-1	3
Human Growth and Development	50	<b>SBS GE Elective</b>	3	Social Behavioral Sciences	3 semester units towards Area E	3
Humanities	50	<b>Humanities Elective</b>	3	Humanities	3 semester units towards Area C2	3
Information Systems and Computer Applications	50	<b>Computer Information Systems 1A</b>	3	Language and Rationality	N/A	3
Introduction to Educational Psychology	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	3
Introductory Business Law	50	<b>Business Elective</b>	3	N/A	N/A	3
Introductory Psychology	50	<b>Psychology Elective</b>	3	Social Behavioral Sciences	3 semester units towards Area D	3
Introductory Sociology	50	<b>Sociology 1</b>	3	Social Behavioral Sciences	3 semester units towards Area D	3
Natural Sciences	50	<b>Life Sciences and Physical Science Elective</b>	3+3	Natural Sciences	3 semester units towards Area B1 or B2	3
Pre-Calculus	50	<b>Math Elective</b>	3	Language and Rationality	3 semester units towards Area B4	3
Principles of Accounting	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	3
Principles of Macroeconomics	50	<b>Economics 7</b>	3	Social Behavioral Sciences	3 semester units towards Area D	3
Principles of Management	50	<b>Management 44</b>	3	N/A	N/A	3
Principles of Marketing	50	<b>Marketing 20</b>	3	N/A	N/A	3
Principles of Microeconomics	50	<b>Economics 8</b>	3	Social Behavioral Sciences	3 semester units towards Area D	3
Social Sciences and History	50	<b>Social Science and History Elective</b>	3+3	Social Behavioral Sciences	N/A	N/A
Spanish Language Level I	50	<b>Spanish 1</b>	5	Humanities	N/A	6

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Spanish Language Level II (Exam taken prior to Fall 2015.)	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units towards Area C2	12
Spanish Language Level II (Exam taken Fall 2015 or later.)	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units towards Area C2	9
Trigonometry (Exam taken prior to Fall 2006)	50	<b>Math 36</b>	4	Language and Rationality	3 semester units towards Area B4	3
Western Civilization I: Ancient Near East to 1648	50	<b>History 4</b>	3	Humanities or Social Behavioral Sciences	3 semester units towards Area C2 or D	3
Western Civilization II: 1648 to Present	50	<b>History 5</b>	3	Humanities or Social Behavioral Sciences	3 semester units towards Area D	3

- Actual transfer credits and number of units awarded for CLEP exams towards CSU GE and towards admission is determined by the CSU system. The CLEP chart is based on the most current information available at the time of catalog publication.
- The CSU system-wide policy for CLEP credit can be found at: <https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx>
- Students should always see a counselor to review the applicability of CLEP credits towards the different academic requirements.





# REQUIREMENTS FOR COLLEGE TRANSFER



## CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

### University of California (UC)

UC Website: [www.ucop.edu/pathways](http://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.csumentor.edu](http://www.csumentor.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 TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

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Riverside City College offers programs of study that align with the first two years (freshman and sophomore levels) at most four-year colleges and universities. Information on many of the four-year universities can be found in the Career Transfer Center. Requirements for admission, general education, and major preparation are different at each four-year institution so it is important to make an appointment to meet with a counselor during your first semester to develop a Student Educational Plan (SEP), which will list all the required courses to reach your goal.

For more information, please visit Riverside City College's Articulation website:

<https://www.rcc.edu/student-support/articulation.html>

## CALIFORNIA STATE UNIVERSITY (CSU)

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### CSU Minimum Admissions Requirements

Upper division transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 CSU-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.0 GPA. GPA requirements may be significantly higher if the campus or the major is impacted.
3. Complete at least 30 semester units (or 45 quarter units) of courses equivalent to general education requirements with grades of "C-" or better. The 30 units must include the "Golden Four" (Area A-1: Oral Communication; Area A-2: Written Communication; Area A-3: Critical Thinking; and at least one course of at least 3 semester units (or 4 quarter units) in Area B-4: Mathematics/Quantitative reasoning).

It is highly recommended that students complete either the CSUGE or IGETC certification pattern prior to transferring to the CSU system.

## CSUGE CERTIFICATION

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The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. Nine of these units are upper-division (junior/ senior level) and are to be taken at the CSU campus after transfer. Riverside City College can certify 39 of these units as having met all of the lower division (freshman/sophomore level) general education requirements. Although it is not an admission requirement, it is to the student's advantage to complete all areas of the general education pattern and have them certified.

Full certification by the community college will be accepted without the need to take additional lower-division general education courses at the CSU campus. Advanced Placement (AP) test credit, certain CLEP exams, International Baccalaureate (IB) exams, Credit for Prior Learning, and

coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some CSU GE requirements. Coursework must be evaluated through the office of evaluations or by the Riverside City College articulation officer. International coursework may only be applied to CSUGE if the international institution has United States regional accreditation. All other international coursework cannot be applied to CSUGE.

## UNIVERSITY OF CALIFORNIA (UC)

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### UC Minimum Admission Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 UC-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.4 GPA (2.8 for California non-residents). At many UC campuses, admission is competitive and the required GPA can be significantly higher.
3. Complete the following course pattern with a grade of "C" or better in each course:
  - a. Complete two transferable college courses in English Composition (three semester units or four to five quarter units each).
  - b. Complete one transferable course in mathematical concepts and quantitative reasoning (three semester units or four to five quarter units each).
  - c. Complete four transferable college courses (three semester units or four to five quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

The majority of UC campuses give high priority to students who have completed major preparation courses. Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern prior to transfer to the UC system will satisfy the transfer eligibility coursework listed in item #3 above.

## IGETC CERTIFICATION

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Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) System without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Courses used for IGETC certification must be completed with grades of "C" or better and must be a minimum of 3 semester or 4-5 quarter units. **Grades of "C-" are not acceptable.** A course cannot be certified unless it was on the IGETC list during the year when it was taken. Students beginning in Fall 2022 must follow the 2022-2023 IGETC requirements. Advanced Placement (AP) test credit and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some

IGETC requirements. Coursework must be evaluated through the office of evaluations or by the Riverside City College articulation officer. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

### **Partial IGETC Certification**

Partial IGETC certification is allowed with a maximum of two courses missing, which have to be completed after transfer. Students need Areas 1 and 2 of the IGETC completed to meet minimum transfer admission requirements. A deficiency in Area 1 and/or 2 may also indicate a student does not meet the minimum transfer requirements.

### **UC IGETC Limitation**

Some of the UC campuses do not accept or recommend IGETC for certain majors (e.g., Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution.

## **HOW TO REQUEST CERTIFICATION**

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Students can apply for IGETC or CSU GE certification at the last community college attended prior to transfer. Students can request IGETC or CSU GE certification on the transcript request form found in the Riverside College admissions and records department or through their WebAdvisor/MyPortal account.

## **MAJOR PREPARATION COURSES FOR TRANSFER**

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For each major at a four-year institution, there are lower-division (freshman and sophomore level) major preparation requirements. Students should complete as many lower-division major courses as possible prior to transfer. Each four-year university has its own programs and major requirements. It is recommended that students see a counselor, on a regular basis, to determine the courses needed to transfer to CSU, UC or a private university.

### **ASSIST**

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Major preparation courses for CSU and UC campuses can be found on ASSIST ([www.assist.org](http://www.assist.org)). ASSIST is an online student-transfer information system that shows how course credits earned at a California Community College can be applied when transferred to a CSU or UC campus.

## **COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)**

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The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change or courses may be deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Counselors can always help students interpret or explain this information.

## **PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES**

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Each private or out-of-state college/university has a unique set of requirements for admission and for graduation. Students looking to transfer to a private, independent or out-of-state college/university, students should meet with a counselor to see if an articulation agreement exists with their school of interest. Some private and out-of-state universities do accept the CSU GE or IGETC pattern. Students should check with a counselor to see if this is the case with their school of interest. If there is no articulation agreement with the school, students may need to contact the school's admissions office for more information. After researching the transfer admission requirements, students are encouraged to follow up with a Riverside City College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private four-year institutions in California. Their website can be accessed at [www.aiccu.edu](http://www.aiccu.edu).

## ASSOCIATE DEGREES FOR TRANSFER (ADT)

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Riverside City College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: <https://www.calstate.edu/attend/degrees-certificates-credentials/pages/TMC-Search.aspx>.

Students are encouraged to use Program Maps for course-taking recommendations and to meet with a Riverside City College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

## ASSOCIATE DEGREE FOR TRANSFER IN ADMINISTRATION OF JUSTICE (CSUGE) AS642 (IGETC)AS643

This degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Administration of Justice. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Criminal Justice at a CSU. With this degree the student will be prepared to enter the American Justice System as an entry level professional in numerous areas.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an applicable knowledge of the many facets of the American Justice System and the interrelationship of functions among them.
- Demonstrate a working knowledge of the theory and practice of law enforcement, community policing, criminal law, judicial procedure, criminal investigation, and corrections within the American Justice System.
- Demonstrate the ability to interact with the public and members of the American Justice System in a manner to reflect professionalism in speaking, reading, writing, and the ability to compile, integrate, and disseminate diverse information.

Required Courses (18-19 units)		Units
ADJ-1*	Introduction to Administration of Justice	3
ADJ-3*	Concepts of Criminal Law	3
Electives A	Choose from list A below	6
Electives B	Choose from list B below	6

Electives - List A (6 units)		Units
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
ADJ-8	Juvenile Law and Procedures	3
ADJ-12	Introduction to Criminalistics	3
ADJ-13	Criminal Investigation	3
ADJ-20	Introduction to Corrections	3

Electives - List B (6-7 units) Select any course from list B, or any course from list A not already used		Units
ADJ-9*/9H*	Law in American Society	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-20*	Introduction to Criminology	3
PSY/SOC-48*	Statistics for Behavioral Sciences	3
OR		
MAT-12*/12H*	Statistics	4

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Administration of Justice for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN ANTHROPOLOGY (CSUGE) AA616 (IGETC) AA618

The Associate in Arts in Anthropology for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the baccalaureate degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of humans and the world in which we live.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems.
- Use information resources and technology to research current issues in all four subfields of anthropology.
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences.

Required Courses (18-19 units)	Units	
ANT-1*/1H*	Physical Anthropology/Honors	3
ANT-2*/2H*	Cultural Anthropology/Honors	3
ANT-6*	Introduction to Archaeology	3
Electives - A	Choose from list A below	3-4
Electives - B	Choose from list B below	3
Electives - C	Choose from list C below	3

Electives - List A (3-4 units)	Units	
ANT-3*	Prehistoric Cultures	3
MAT-12*/12H*	Statistics/Honors	4

Electives - List B (3 units)	Units	
GEG-1*/1H*	Physical Geography	3
GEG-2*	Human Geography	3

Electives - List C (3 units)	Units	
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

## Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN ART HISTORY (CSUGE) AA742 (IGETC) AA743

The Associate in Arts in Art History for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an emphasis in art history. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Studio Art, Art History track at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify, describe, analyze, and discuss the stylistic characteristics of a wide variety of countries, regions, and periods of European and non-European artworks.
- Formulate and synthesize observations and evaluations regarding the historical, social, and political context in which various forms of art were created in both written and oral form.
- Apply various methodologies for interpreting a range of art forms to evaluate and analyze the ideas and philosophies expressed and explored within the art works.
- Critique, compare, and contrast various key artists, artworks and styles across a wide span of time using appropriate art terminology.
- Recognize distinctive iconography from a mixture of different geographical areas and relate these manifestations to local, social, cosmological, and political institutions.

Required Courses (18 units)	Units	
AHS-1/1H*	History of Western Art: Prehistoric, Ancient, and Medieval/Honors	3
AHS-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
Electives - A	Choose from list A below	3
Electives - B	Choose from list B below	3
Electives - C	Choose from list C below	3

Electives - List A (3 units)	Units	
AHS-5*	Arts of Africa, Oceania, and Indigenous North America	3
AHS-9*	African Art History	3
AHS-12*	Asian Art History	3

Electives - List B (3 units)		Units
ART-15	Beginning Ceramics	3
ART-18	Intermediate Drawing	3
ART-20	Beginning Sculpture	3
ART-23	Color Theory and Design	3
ART-26	Beginning Painting	3
ART-30A	Printmaking-Introduction	3
ART-36A	Computer Art-Introduction	3
ART-40A	Figure Drawing-Introduction	3
PHO-8	Introduction to Photography	3
Electives - List C (3 units) Select any course from list C, or any course from List A or B not already used		Units
AHS-4*	Introduction to Visual Culture	3
AHS-7*	Women Artists in History	3
AHS-10*	Modern and Contemporary Art History	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Art History for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN BIOLOGY (CSUGE) AS767 (IGETC) AS768

The Associate in Science in Biology for Transfer Degree (AS-T in Biology) introduces the concepts and principles upon which biologic knowledge is based including the biochemistry, structure and function, ecology and evolution of organisms, from the levels of cells through the biosphere. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The AS-T in Biology provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of biology.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Be able to identify and explain fundamental biological concepts and principles on the molecular, cellular, organismal, population, ecological, environmental and evolutionary levels.
- Apply knowledge of biological concepts to formulate questions and hypotheses for research and demonstrate ability to find, read, understand, and critically evaluate scientific papers.
- Develop experimental skills and techniques used in laboratory and field research and use the scientific method to develop hypotheses, design and execute experiments.

Required Courses (32 units)		Units
BIO-60/60H*	Introduction to Molecular and Cellular Biology/Honors	5
BIO-61*	Introduction to Organismal and Population Biology	5
CHE-1A/1AH*	General Chemistry I/Honors	5
CHE-1B/1BH*	General Chemistry II/Honors	5
MAT-1A*	Calculus I	4
PHY-2A*	General Physics I	4
AND		
PHY-2B*	General Physics II	4
OR		
PHY-4A*	Mechanics	4
AND		
PHY-4B*	Electricity & Magnetism	4

\*Courses may also be used to fulfill general education requirements for the CSUGE for STEM or IGETC for STEM pattern, please confer with a counselor.

### Associate in Science for Transfer Degree

The Associate in Science in Biology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

#### CSUGE for STEM

Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE Breadth for STEM, deferring one lower division course in Subarea C and one lower division course in Subarea D until after transfer. CSU GE Breadth for STEM is applicable only to majors in which the Transfer Model Curriculum specifies GE Breadth for STEM. At Riverside City College, currently only the ADT in Biology allows CSU GE Breadth for STEM.

"CSU GE Breadth for STEM" certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:

- All courses in Areas A, B, E and F of the traditional GE Breadth curriculum;
- AND**
- One course in Area C1 Arts and one course in Area C2 Humanities;

#### IGETC for STEM

Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only ADT's in Biology, Chemistry, and Environmental Science allow IGETC for STEM.

IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology would require that students complete the following courses before transfer:

- All courses in Areas 1, 2, and 5 of the traditional IGETC; **AND**
- One course in Area 3A; and
- One course in Area 3B; and
- Two courses in Area 4 from two different disciplines.

Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.

\* \*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

## ASSOCIATE DEGREE FOR TRANSFER IN BUSINESS ADMINISTRATION 2.0 (CSUGE) AS1001 (IGETC) AS1002

This degree is designed to facilitate the student's passage from Riverside City College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

Program Learning Outcomes Upon successful completion of this program, students should be able to:

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses 26 units		Units
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
BUS-18A	Business Law I	3
MAT-12*/12H*	Statistics/Honors	4

Select one course from below		Units
MAT-5*	Calculus, for Business and Life Science	4
MAT-1A*	Calculus I	4

Select one course from below		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-24	Business Communications	3

*PSY/SOC-48 is an approved course substitution for MAT-12/12H and may be used to satisfy the ADT statistics requirement. However, MAT-12/12H is the recommended statistics course for this program since it is more widely accepted for the Business Administration major across the CSU campuses.*

### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Business Administration for Transfer degree 2.0 will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).



## ASSOCIATE DEGREE FOR TRANSFER IN CHEMISTRY (IGETC) AS769

The Associate in Science in Chemistry for Transfer Degree (AS-T in Chemistry) introduces the concepts and principles upon which chemical knowledge is based, including chemical structures and nomenclature, stoichiometry and solving of chemical equations, the thermodynamics of chemical reactions, and theories of chemical bonding. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The Associate in Science in Chemistry to Transfer degree provides students with a core curriculum that will prepare them with the knowledge and skills required to earn a baccalaureate degree in chemistry.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Master content in inorganic and organic chemistry by describing chemical and physical structures and nomenclature, stoichiometry and solving of chemical equations, and analyzing and describing the nature of chemical reactions and energy.
- Measure and characterize properties of matter using a variety of research-level chemical instrumentation, laboratory techniques, statistical and computational methods.
- Display effective cooperation with others on projects and clearly communicate experimental results through oral and written means.
- Demonstrate professional integrity, safety, and environmental stewardship.

Required Courses (36 units)	Units
CHE-1A*/1AH* General Chemistry I/Honor	5
CHE-1B*/1BH* General Chemistry II/Honors	5
CHE-12A* Organic Chemistry I	5
CHE-12B* Organic Chemistry II	5
MAT-1A* Calculus I	4
MAT 1B* Calculus II	4
PHY-4A* Mechanics	4
PHY-4B* Electricity and Magnetism	4

*\*Courses may also be used to fulfill general education requirements for the IGETC for STEM pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Chemistry for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

### IGETC for STEM

Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only ADT's in Biology, Chemistry, and Environmental Science allow IGETC for STEM.

"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology would require that students complete the following courses before transfer:

- All courses in Areas 1, 2, and 5 of the traditional IGETC; **AND**
- One course in Area 3A; and
- One course in Area 3B; and
- two courses in Area 4 from two different disciplines.

Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.

\* \*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

## ASSOCIATE DEGREE FOR TRANSFER IN CHILD AND ADOLESCENT DEVELOPMENT (CSUGE) AA885 (IGETC) AA886

The Associate in Arts in Child and Adolescent Development for Transfer (AA-T) offers lower division coursework examining classical and contemporary research that promotes positive developmental outcomes spanning conception through emerging adulthood. This option of study is intended for students who aspire to careers in developmental research, public policy, social work, school psychology, and similar fields.

This degree is designed to facilitate the students to transfer to the California State University System with an Associate Degree in Child and Adolescent Development. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree Program in Child and Adolescent Development; Human Development (Adolescent Option, Childhood Option, Children's Services); or a major deemed similar at a CSU campus. Students who complete the Child and Adolescent Development AA-T degree and choose to take other Early Childhood Education coursework as their electives will also be able to qualify for employment in the field of early childhood education, as well as earn a Child Development Permit issued by the CA State Commission of Teacher Credentialing.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the perspectives, theories, research methods, and core concepts of child development as an area of scientific inquiry.
- Assess how socialization and culture impact the lives of children and families.
- Demonstrate an understanding of contemporary childhood issues in a global context.

Required Courses (18-21 units)	Units
EAR-20* Child and Growth Development	3
PSY-1/1H* General Psychology	3
MAT-12*/12H* Statistics/Honors	4
or	
PSY-48*/ Statistics for the Behavioral Sciences	3
SOC-48*	
Electives A Choose from list A below	9-11

Electives - List A (9-11 units)	Units
ANT-2*/2H* Cultural Anthropology/Honors	3
EAR-42* Child, Family and Community	3
SOC-1*/1H* Introduction to Sociology/Honors	3
SOC-10* Race and Ethnic Relations	3
SOC-12* Marriage and Family Relations	3
PSY-9* Developmental Psychology	3
BIO-1*/1H* General Biology/Honors	4

A maximum of two of the following course may be used	Units
EAR-19 Observations and Assessment	3
EAR-24 Introduction to Curriculum	3

EAR-25 Teaching in a Diverse Society	3
EAR-30 Practicum in Early Childhood Education	3
EAR-33 Infants and Toddler Development	3
EAR-34 Infants and Toddler Care and Education	2
EAR-43 Children with Challenging Behavior	3
HES-1* Health Science	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Child and Adolescent Development for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN COMMUNICATION STUDIES (CSUGE) AA587 (IGETC) AA588

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units)	Units
COM-1*/1H* Public Speaking/Honors	3
COM-9*/9H* Interpersonal Communications/Honors	3
Electives A Choose from list A below	3
Electives B Choose from list B below	6
Electives C Choose from list C below	3-4

Electives - List A (3 units)	Units
COM-2* Persuasion in Rhetorical Perspective	3
COM-3* Argumentation and Debate	3
COM-6* Dynamics of Small Group Communication	3

Electives - List B (6 units) Select any course from list B, or any course not used in list A

COM-7* Oral Interpretation of Literature	3
COM-12* Intercultural Communication	3
COM-20* Introduction to Communication Theory	3

Electives - List C (3-4 units) Select any course from list C or any COM course not used in list A or B

COM-5 Parliamentary Procedure	1
COM-11* Storytelling	3
COM-13* Gender and Communication	3
ANT-2*/2H* Cultural Anthropology	3
JOU-7* Mass Communications	3
PSY-1*/1H* General Psychology/Honors	3
SOC-1*/1H* Introduction to Sociology/Honors	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer

Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN COMPUTER SCIENCE (IGETC) AS650

The Associate in Science in Computer Science for Transfer degree provides a solid preparation for transfer majors in computer science including an emphasis on object oriented programming logic in C++, computer architecture, calculus and calculus based physics. The intent of this degree is to assist students in seamlessly transferring to a CSU. With this degree the student will be prepared for transfer to the university upper division level in preparation for the eventual conferral of the Bachelor's Degree in Computer Science. The degree aligns with the approved Transfer Model Curriculum (TMC) in Computer Science.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- Write and execute programs in assembly language illustrating typical mathematical and business applications.
- Demonstrate different traversal methods of trees and graphs.

Required Courses (29 units)	Units
CSC/CIS-5 Programming Concepts/Methodology I:C++	4
CSC/CIS-7 Discrete Structures	3
CSC/CIS-11 Computer Architecture and Organization: Assembly	3
CSC/CIS-17A Programming Concepts/Methodology II:C++	3
MAT-1A* Calculus I	4
MAT-1B* Calculus II	4
PHY-4A* Mechanics	4
PHY-4B* Electricity and Magnetism	4

*\*Courses may also be used to fulfill general education requirements for the IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Computer Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN EARLY CHILDHOOD EDUCATION (CSUGE) AS529 (IGETC) AS530

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (25 units)		Units
EAR-19	Observation and Assessment In Early Childhood Education	3
EAR-20*	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42*	Child, Family and Community	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN ECONOMICS (CSUGE) AA756 (IGETC) AA757

The Associate in Arts in Economics for Transfer degree is a curricular pattern designed specifically to transfer students as Economics majors with junior status to the CSU system. Though the Associate in Arts in Economics for Transfer also provides broad general preparation for Economics majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Economics for Transfer will be provided with a deep appreciation of how the economy functions.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe, analyze and evaluate economic concepts, paradigms, and theories of the economy.
- Analyze data to identify major current economic problems and use economic theory to analyze and evaluate the problems.
- Identify current governmental policies to remedy economics problems and assess the effectiveness of these policies.

Required Courses (20-21 units)		Units
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
MAT-12*/12H*	Statistics/Honors	4
Choose one:		
MAT-1A*	Calculus I	4
OR		
MAT-5*	Business Calculus	4
Electives A	Choose from list A below	3-4
Electives B	Choose from list C below	3
Electives - List A (3-4 units)		Units
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
BUS-24	Business Communication	3
MAT-1B*	Calculus II	4
Electives - List B (3 units)		Units
ECO-5*	Economics of the Environment	3
ECO/POL-6*	Introduction to Political Economy	3
ECO-9*/9H*	Economics of Poverty, Inequality and Discrimination	3

ECO-10\* Economics and Personal Decision-making 3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Economics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

**ASSOCIATE DEGREE FOR TRANSFER IN ELEMENTARY TEACHER EDUCATION (CSUGE) AA887 (IGETC) AA888**

The Associate of Arts in Elementary Teacher Education for Transfer (AA-T) offers lower division coursework examining content area subject matter requirements for teaching at the elementary school level. Students will explore the core principles and practices of a liberal studies curriculum in order to build a foundation appropriate for entry into advanced study in teacher preparation. The students also have the opportunity to participate in supervised fieldwork in K-8 settings.

This degree is designed to facilitate students transferring to the California State University System with an Associate Degree in Elementary Teacher Education. With this degree, the student will be prepared to enter into a Bachelor Degree Program designed to prepare them to teach in a K-8 classroom. This option prepares students for transfer to CSU to major in either a General Track Liberal Studies Program or an Integrated Liberal Studies/ Multiple Subject Teaching Credential Program.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of professional standards, ethics, and professionalism in elementary education classrooms to meet the diverse needs of students.
- Demonstrate an understanding of historical influences, current trends, theories, and educational issues in a global context.
- Demonstrate introductory subject matter competency for the Multiple Subject California Subject Examination for Teachers (CSET).

CHEM-2A*	Introductory Chemistry	4
PHY-10*	Introductory Physics	3
PHY-11*	Introductory Physics Lab	1
GEO-4	Earth Science for Educators	4
MAT-26*	Math for Elementary School Teachers	3
COM-1/1H*	Public Speaking/Honors	3
ENG-1A/1AH*	English Composition/Honors	4
ENG-1B/1BH*	Critical Thinking and Writing/Honors	4
GEG-3*	World Regional Geography	3
HIS-1*	History of World Civilizations, I	3
HIS-6/6H*	United States History to 1877/Honors	3
POL-1/1H*	American Politics/Honors	3
Electives A	Choose from list A below	4
Electives B	Choose from list B below	3
Electives C	Choose from list C below	0-3

Electives - List A (4 units)		Units
ENG-1B/1BH*	Critical Thinking and Writing/Honors	4

Electives - List B (3 units)		Units
AHS-1*/1H*	History of Western Art: Prehistoric, Ancient, and Medieval/Honors	3
AHS-2/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
AHS-5*	Arts of Africa, Oceania, and Indigenous North America	3
ART-6*/6H*	Art Appreciation	3
MUS-19*	Music Appreciation	3
THE-3*	Introduction to the Theatre	3

Electives - List C (0-3 units) Choose any course from list C or any course from list A or B not already used		Units
HES-1*	Health Science	3

*\*Courses may be also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

**Associate in Arts for Transfer Degree**

The Associate in Arts in Elementary Teacher Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

Required Courses (55 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
EAR-20*	Child Growth and Development	3
BIO-1*/1H*	General Biology/Honors	4

## ASSOCIATE DEGREE FOR TRANSFER IN ENGLISH (CSUGE) AA648 (IGETC) AA649

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
- Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

Required Courses (19 units)	Units
ENG-1B*/1BH* Critical Thinking and Writing/Honors	4
Electives A Choose from list A below	6
Electives B Choose from list B below	6
Electives C Choose from list C below	3

Electives - List A (6 units)	Units
ENG-6* British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7* British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14* American Literature I: Pre-Contact through Civil War	3
ENG-15* American Literature II: 1860 to the Present	3
ENG-40* World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41* World Literature II: Seventeenth Century Through the Present	3

Electives - List B (6 units) Select any course from list B or any course not used in list A

ENG-11* Creative Writing	3
ENG-35* Women in Literature	3
ENG-44* Poetry from the Twentieth Century to the Present	3

Electives - List C (3 units) Select any course from list C or any course not used in list A or B

ENG/ HUM-8* Introduction to Mythology	3
ENG-9* Introduction to Shakespeare	3
ENG-10 Special Studies in Literature	3
ENG-12* Special Studies in Creative Writing	3
ENG-16* Introduction to Linguistics	3
ENG-17A Literary Magazine Production: Beginning	3
ENG-18* Survey of Native American Literature	3
ENG-20* Survey of African American Literature	3
ENG/HUM-23* The Bible as Literature	3
ENG-24* Survey of Asian American Literature	3
ENG-25* Latinx Literature of the United States	3
ENG-30* Children's Literature	3
ENG-34* Literature by Women	3
ENG-38A Screenwriting: Beginning	3
ENG-45* Modern Drama	3
ENG-48* Short Story and Novel from the Twentieth Century to the Present	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements, 11-13 units of electives and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN ENVIRONMENTAL SCIENCE (IGETC) AS893

The Associate in Science in Environmental Science for Transfer Degree (AS-T in Environmental Science) introduces the concepts and principles upon which environmental knowledge is based including the biological, chemical, and physical concepts underlying scientific theory and application to environmental issues. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation to apply to environmental concerns affecting our everyday lives. The AS-T in Environmental Science provides students with a core curriculum to develop key skills for applying biological, physical, and chemical principles to the study of the environment and developing solutions to environmental problems.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe the impact of humankind on the environment from scientific, sociological, political, and economic viewpoints both locally and globally.

- Apply concepts and implement skills learned in the sciences, mathematics, and humanities to real-world environmental issues.
- Demonstrate an ability to examine scientific evidence demonstrating how human activities affect many ecosystems and recommend alternatives to present practices

Required Courses (40-41 units)		Units
BIO-60*	Introduction to Molecular and Cellular Biology	5
CHE-1A*/ 1AH*	General Chemistry I/Honors	5
BIO-61*	Introduction to Organismal and Population Biology	5
OR		
CHE-1B*/ 1BH*	General Chemistry II/Honors	5
Electives A	Choose from list A below	14-15
Electives B	Choose from list B below	11
Electives - List A (14-15 units)		Units
BIO-19*	Environmental Science	3
GEG-1*/1H*	Physical Geography	3
AND		
GEG-1L*	Physical Geography Laboratory	1
OR		
GEO-1*	Physical Geology	3
AND		
GEO-1L*	Physical Geology Laboratory	1
MAT-12*/ 12H*	Statistics/Honors	4
OR		
PSY/SOC-48*	Statistics for the Behavioral Sciences	3
AND		
MAT-1A*	Calculus I	4
Electives - List B (11 units)		Units
ECO-8*/8H*	Principles of Microeconomics/Honors	3
AND	Principles of Microeconomics/Honors	3
PHY-2A* + 2B*	General Physics I and II	8
OR		
PHY-4A*+4B*	Mechanics and Electricity & Magnetism	8

\*Courses may also be used to fulfill general education requirements for the IGETC for STEM pattern, please confer with a counselor.

### Associate in Science for Transfer Degree

The Associate in Science in Environmental Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

### IGETC for STEM

Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower division GE courses until after transfer. IGETC for

STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only ADT's in Biology, Chemistry, and Environmental Science allow IGETC for STEM.

"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology would require that students complete the following courses before transfer:

- All courses in Areas 1, 2, and 5 of the traditional IGETC; and
- One course in Area 3A; and
- One course in Area 3B; and
- two courses in Area 4 from two different disciplines.

Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.

\* \*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

### ASSOCIATE DEGREE FOR TRANSFER IN FILM, TELEVISION, AND ELECTRONIC MEDIA (CSUGE) AS993 (IGETC) AS994

The Associate in Arts in Film, Television, and Electronic Media for Transfer degree is designed to prepare students to successfully transfer to the California State University System. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree Program in in Film, Television, and Electronic media; or a major deemed similar at a CSU campus. An Associates in Arts for Transfer Degree will be awarded upon successful completion of 18 units of FTV and FST and the general education requirements of one of the following IGETC, CSUGE. The intent of this degree is to assist students in seamlessly transferring to a CSU.

Program Learning Outcomes Upon successful completion of this program, students should be able to:

- Demonstrate proficiency in the use of key technologies of motion picture and video production including cinematography, editing, sound recording and editing, and lighting.
- Plan and produce film projects from concept to finished product, meeting industry standards for camerawork, sound, lighting, and editing and demonstrating understanding of filmmaking as an aesthetic, cultural, technological, and collaborative form of expression.
- Identify the major elements of film expression: mise-en-scene, the shot, editing, sound, narrative, and genre in film;

perceive the historical, multicultural, and international technologies, traditions, and values that have influenced film's development; and apply college-level methods of research, analysis, and evaluation to film, and produce college-level essays and research papers.

Required Courses 18-18.5 units Required Core - Choose two Courses Units

FTV-41	Introduction to Telecommunications	3
FST-1/1H	Introduction to Film Studies/Honors	3

List A: Select one course from each area Units

Area 1: Audio		
FTV-71A	Beginning Sound Engineering for Audio in Media	3

Area 2: Video or Film Production		
FTV-48	Short Film Production	3

List B: Select one course Units

FTV-38A	Beginning Film, Television and Video Production Project	3
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List C: Select one CSU transferable FTV or FST course below Units

FST-2	Television Studies	3
FST-3	International Cinema	3
FST-4	Film Genres	3
FST-5	Fiction and Film: Adaptation	3
FTV-12	American Film History	3
FTV-42	Writing for Broadcast Television	3
FTV-44A	Beginning Television Production	3.5
FTV-64A	Beginning Digital Editing	3
FTV-65	The Director's Art	3
FTV-72	Lighting	3
FTV-79	Special Effects	3

### ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate Arts in Film, Television and Electronic Media for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN GEOGRAPHY (CSUGE) AA758 (IGETC) AA759

Geography ADT students will learn and practice applying knowledge of how Earth's environment, culture, politics, and economics are interconnected in today's globalized world. Geographers apply their knowledge and skills to solve problems and improve people's lives in their own neighborhoods, across California and the US, and around the world. The Associate of Arts in Geography Degree for Transfer (ADT) is designed to prepare students to successfully transfer to CSU or UC Bachelor's Degree Geography programs with junior status. Using the fundamentals of the scientific method, critical thinking, research methods, spatial data analysis, and landscape interpretation, the Geography ADT will prepare students for study in a wide range of 4-year degrees in environmental and social science fields.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Explain why the environment, culture, and society change so much from place to place, and use that knowledge to navigate life and career
- Identify and understand critical environmental, cultural, and social issues and challenges existing at a range of scales
- Explain the key environmental, cultural, and social challenges of the past, present, and future in terms of fundamental geographic, physical, and social science processes and concepts
- Use information resources, field equipment, spatial technology and map data to research and identify various ways of understanding geographic patterns, challenges, problems, and solutions

Required Courses (19-20 units)	Units	
GEG-1*/1H*	Physical Geography/Honors	3
GEG-1L*	Physical Geography Laboratory	1
GEG-2*	Human Geography	3
OR		
GEG-3*	World Regional Geography	3
Electives A	Choose from list A below	3-4
Electives B	Choose from list B below	3
Electives C	Choose from list C below	6

Electives - List A: Select 3-4 units from list A or any course not used above Units

GEG-4*	Geography of California	3
GEG/PHS-5*	Weather and Climate	3
GEG-30A	Field Studies in Geography	1

Elective - List B (3 units) Select any course from list B or any course not used above Units

GEG-7	Map Interpretation & Analysis	3
GEG-8	Introduction to Geographic Information Systems, with Lab	3



Elective - List C (6 units) Select any two courses from list C or Units  
any courses not used above

ANT-2*/2H*	Cultural Anthropology	3
GEG-6*	Geography of the United States and Canada	3
GEO-1*	Physical Geology	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Arts in Geography for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN GEOLOGY (CSUGE) AS941 (IGETC) AS942

The Associate Degree for Transfer in Geology prepares students for success in a baccalaureate degree in Geology with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Geology will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Geology. The Associate Degree for Transfer in Geology utilizes the scientific method to develop knowledge regarding the Earth Sciences among students interested in pursuing a baccalaureate degree in Geology with the California State University (CSU) system. Areas of study within this program include the natural processes responsible for Earth's formation and dynamic history; the availability, recovery, and use of natural resources; geologic hazards; field methods in geology; and the evolution of life on this planet. Students receiving the AS-T degree in Geology will be prepared for transfer to CSU/UC or other university geology programs and will also be further prepared for careers as geologists in fields such as research, industry and education. The program requires two semesters of geology courses, two semesters of chemistry, and two semesters of single variable calculus.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the physical structure and natural processes which have shaped the universe, solar system, and Earth.
- Identify and classify geological materials and demonstrate an understanding of their chemical composition and structure.
- Apply the scientific method to solve geological problems.
- Summarize the geologic time scale and explain its scientific basis, recount significant events in Earth history,

and understand the basics of common absolute- and relative-age dating methods.

- Express the role of geology in everyday life, appreciate the extent of human impact on Earth systems and environments, and explain the geological processes potentially giving rise to natural hazards.

Required Courses (26 units)	Units	
GEO-1*	Physical Geology	3
GEO-1L*	Physical Geology Laboratory	1
GEO-1B*	Historical Geology	4
CHE-1A*/1AH*	General Chemistry I/Honors	5
CHE-1B*/1BH*	General Chemistry II/Honors	5
MAT-1A*	Calculus I	4
MAT-1B	Calculus II	4

*\*Courses may also be used to fulfill general education requirements for the CSU GE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Geology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN HISTORY (CSUGE) AA744 (IGETC) AA745

The Associate in Arts in History for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in History at a California State University. This degree is designed to prepare students to seamlessly transfer to a CSU.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe and analyze the economic, intellectual, political and social development of world civilizations and American institutions in the context of continuity and change.
- Articulate and demonstrate the range of ways that primary sources can be interpreted to arrive at different defensible interpretations of key historical events and movements.
- Demonstrate the ability to interpret historical events and movements both orally and in persuasive analytical essays.
- Evaluate the role of individuals, institutions, and cultures in history and in view of historical events in contemporary contexts for greater global awareness.

Required Courses (18 units)	Units
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HIS-6*/6H*	United States History to 1877/Honors	3
HIS-7*/7H*	United States History from 1865/Honors	3
HIS-1*	World History to 1500	3
HIS-2*/2H*	World History since 1500/Honors	3
Electives A	Choose from list A below	3
Electives B	Choose from list B below	3

Electives - List A (3 units)		Units
HIS-14*	African American History I	3
HIS-15*	African American History II	3
HIS-25*	History of Mexico	3
HIS-28*	Native American History to 1871	3
HIS-29*	Native American History II: Contemporary Society	3
HIS-31*	Introduction to Chicana/o/x Studies	3
HIS-34*	History of Women in the United States	3
HUM-9*	American Voices	3
PHI-19*	Native American Thought	3

Electives - List B (3 units)		Units
HIS-11*/MIL-1*	Military History of the United States to 1900	3
HIS-12*/MIL-2*	Military History of the United States Since 1900	3
HIS-19*	Modern Russia History	3
HUM-4*/4H*	Arts and Ideas: Ancient World Through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
HUM-16*	Arts and Ideas: American Culture	3
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-5*	The Law and Politics	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Arts in History for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN JOURNALISM (CSUGE) AA670 (IGETC) AA671

This degree is designed to facilitate the student’s passage from Riverside City College to the California State University System with an Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism). This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Journalism at CSU. Careers related to this field include work in news media and related occupations.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an applicable knowledge of the principles of ethical and socially responsible journalism.
- Demonstrate a working knowledge of the equipment and software used by news media.
- Demonstrate the ability to communicate effectively in news media and related occupations.

Required Courses (18-19 units)		Units
JOU-7*	Mass Communications	3
JOU-1	Introduction to Journalism	3
JOU-20A	Newspaper: Beginning	3
Electives A	Choose from list A below	3
Electives B	Choose from list B below	3

Electives - List A (3 units)		Units
JOU-2	Intermediate Reporting/News writing	3
JOU/PHO-12	Photojournalism	3
JOU-20B	Newspaper: Intermediate	3

Electives - List B (6-7 units)		Units
COM-3*	Argumentation and Debate	3
ENG-1B*/1BH*	Critical Thinking and Writing/Honors	4
ENG-11*	Creative Writing	3
PHI-11*	Critical Thinking	3
PHO-8+	Introduction to Photography	3
OR		
PHO-20+	Introduction to Digital Photography	3

<sup>+</sup>Students may choose to take PHO-8 or PHO-20 to fulfill the List B requirement, but not both.

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Journalism for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN KINESIOLOGY (CSUGE) AA890 (IGETC) AA891

The Associate Degree for Transfer in Kinesiology is a 60-unit degree program (that provides lower division preparation) for student planning to transfer to a CSU for a bachelor’s degree in Kinesiology. The Associate Degree for Transfer in Kinesiology provides a general preparation for Kinesiology majors to be able to enter any four-year university. Students must consult with the specific requirements of a non-CSU campus to which they are applying. Students completing the Associate Degree for Transfer in Kinesiology will be prepared to transfer to a CSU and pursue a Bachelor of Arts or a Bachelor of Science in Kinesiology. In this major, students will enhance physical skills and development in the areas of Aquatics, Team Sports, Individual Sports, Fitness and Dance. Students will also be exposed to the history and philosophy of Kinesiology.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify and utilize principles of the major body systems of Anatomy and Physiology as they relate to movement and physical activity.
- Analyze and apply physical skills and movements related to physical activity.
- Develop goals and devise strategies for personal development, physical well-being and lifelong learning.

Required Courses (20 units)	Units
KIN-10* Introduction to Kinesiology	3
BIO 50A* Anatomy and Physiology I	4
BIO 50B* Anatomy and Physiology II	4
Electives Choose from the movements list below	3
Electives A Choose from list A below	6

Electives - Movement - Select one course maximum from any three of the following areas

Area	Course	Description	Units
Aquatics	KIN-A28*	Swimming, Beginning	1
	KIN-A29*	Swimming, Intermediate	1
	KIN-A31A*	Beginning Water Aerobics and Deep Water Exercise	1
	KIN-A31B*	Beginning Water Aerobics and Deep Water Exercise	1
Combatives	KIN-A40	Karate, Beginning	1
	KIN-A41	Karate, Intermediate	1
	KIN-A43*	T'ai-chi Ch'uan, Beginning	1
	KIN-A44*	T'ai-chi Ch'uan, Intermediate	1
Dance	DAN-D21*	Ballet, Beginning	1
	DAN-D22*	Ballet, Intermediate	1
	DAN-D32*	Jazz, Beginning	1
	DAN-D33*	Jazz, Intermediate	1
	DAN-D43*	Tap, Beginning	1
	DAN-D44*	Tap, Intermediate	1

Course	Description	Units
Fitness		
KIN-A75A*	Walking for Fitness, Beginning	1
KIN-A75B*	Walking for fitness, Intermediate	1
KIN-A77A*	Jogging for Fitness, Beginning	1
KIN-A77B*	Jogging for Fitness, Intermediate	1
KIN-A81A*	Cardio and Strength Training, Beginning	1
KIN-A81B*	Cardio and Strength Training, Intermediate	1
KIN-A90A*	Weight Training, Beginning	1
KIN-A90B*	Weight Training, Intermediate	1

Course	Description	Units
Individual Sports		
KIN-A11*	Tennis, Beginning	1
KIN-A12*	Tennis, Intermediate	1
KIN-A20*	Golf, Beginning	1
KIN-A21*	Golf, Intermediate	1

Course	Description	Units
Team Sports		
KIN-A55*	Slow Pitch Softball	1
KIN-A57A*	Basketball, Beginning	1
KIN-A57B*	Basketball, Intermediate	1
KIN-A62*	Flag Football	1
KIN-A64*	Soccer	1
KIN-A67*	Volleyball, Beginning	1
KIN-A68*	Volleyball, Intermediate	1
KIN-A71*	Sand Volleyball, Intermediate	1

Electives - List A (6-9 units)	Units
MAT-12/12H* Statistics/Honors	4
OR	
PSY/SOC 48* Statistics for Behavioral Sciences	3
BIO-1/1H* General Biology/Honors	4
OR	
CHE-1A/1AH* General Chemistry/Honors	5
PHY-2A* General Physics	4
OR	
PHY-4A* Mechanics	4
KIN-30* First Aid and CPR	3

\*Courses may also be used to fulfill general education requirements for the CSU GE or IGETC pattern, please confer with a counselor.

### Associate Degree for Transfer

The Associate in Arts in Kinesiology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN LAW, PUBLIC POLICY, AND SOCIETY (CSUGE) AA1007 (IGETC)AA1008

This interdisciplinary degree is designed to facilitate the student’s seamless transfer from Riverside City College to the

California State University (CSU) System with an Associate in Arts in Law, Public Policy, and Society for Transfer degree. This interdisciplinary degree highlights coursework that is appropriate for a student considering law school as it emphasizes the development of logical, analytical and communication skills, introduces students to the legal field, and provides preparation of further study in a variety of majors such as Philosophy, Economics, Political Science, Communication Studies, History, or Social and Behavioral Sciences. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion.

Program Learning Outcomes Upon successful completion of this program, students should be able to:

- Evaluate current legal and social issues by applying the relevant judicial framework.
- Analyze issues by applying relevant rules of law, ethical standards, and social mores.
- Produce and evaluate arguments based on appropriate legal concepts and evidence.

Required Courses (31-34 units)	Units
ENG-1A*/1AH* English Composition/Honors	4
PHI-12* Introduction to Ethics	3
POL-1*/1H* American Politics/Honors	3

Select 1 course from the list below	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

Select 1 course from the list below	Units
COM-1*/1H* Public Speaking/Honors	3
COM-6* Dynamics of Small Group Communication	3

Select 1 course from the list below	Units
ENG-1B*/1BH* Critical Thinking and Writing/Honors	3
COM-2* Introduction to Persuasion	3
COM-3* Argumentation and Debate	3

Select 1 course from the list below	Units
MAT-12*/12H* Statistics/Honors	4
PSY/SOC-48* Statistics for the Behavioral Sciences	3

Select 1 course from the list below	Units
HIS-6*/6H* United States History to 1877/Honors	3
HIS-7*/7H* United States History from 1865/Honors	3

List A: Select 2 courses, not used above, from two different areas below

Area 1	Administration of Justice/Criminal Justice/Criminology	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

ADJ-8	Juvenile Law and Procedures	3
ADJ-20	Introduction to Corrections	3
SOC-20*	Introduction to Criminology	3
Area 2	Business	
BUS-18A	Business Law I	3
Area 3	Economics	
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
Area 4	Political Science	
POL-2*/2H*	Comparative Politics/Honors	3
POL-3*	Introduction to Politics	3
POL-4*/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
Area 5	Public Policy	
ETS-1*	Introduction to Ethnic Studies	3
SOC-2*	American Social Problems	3
ADJ-9*/9H*	Law in American Society/Honors	3
Area 6	Diversity	
ANT-2*/2H*	Cultural Anthropology/Honors	3
COM-12*	Intercultural Communication	3
GEG-2*	Human Geography	3
SOC-10*/10H*	Race and Ethnic Relations/Honors	3
SOC-25*	Introduction to the Sociology of Sex and Gender	3
Area 7	College Success	
GUI-48*	College Success Strategies	3
Area 8	Internship /Fieldwork	
ADJ-200	Administration of Justice Work Experience	1-4

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Art in Associate Degree for Transfer in Law, Public Policy, and Society for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN MATHEMATICS (CSUGE) AS719 (IGETC) AS720

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses (19-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Electives A	Choose from list A below	3-4
Electives B	Choose from list B below	4

Electives - List A (3-4 units)		Units
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Electives - List B (4 units) Select any course from list B or any course from list A not used

PHY-4A*	Mechanics	4
CIS/CSC-5	Fundamentals of Programming Logic using C++	4

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Mathematics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN MUSIC (CSUGE) AA704 (IGETC) AA705

The Associate in Arts in Music for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Music at the California State University. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and to demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper-division work.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to "audiate" a musical score by sight reading and performing complex rhythms and by sight singing chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20th century techniques.
- Write, analyze, and compose music using 20th century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

Required Courses (23-24 units)		Units
Music Theory		12-16
MUS-3*	Fundamentals of Music	4
MUS-4*	Music Theory I	4
MUS-5*	Music Theory II	4
Applied Music	1 unit per semester for a total of 4 units	4
MUS-87	Applied Music Training - 1 unit per semester	1
Large Ensemble	1 unit per semester for a total of 4 units; choose from the following:	4
MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-35	Vocal Music Ensembles	1
MUS-50	Master Chorale	1
MUS-51	Men's Ensemble	1
MUS-55	Community Concert Band	1

MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-67	Community Chamber Ensemble	1
MUS-69	Festival Choir	1
MUS-71	College Chorus	1
MUS-75	Advanced Vocal Ensembles	1
MUS-80	Master Singers	1
MUS-83	Advanced Chamber Choir	1
MUS-95	Community Symphony Band	1
MUS-P44	Jazz Lab Band	1
MUS-P84	Jazz Lab Orchestra	1

Music Electives (3-4 units chosen from the following)		Units
MUS-6	Music Theory III	4
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano II	1
MUS-19*	Music Appreciation	3
MUS-101	Introduction to Music Technology	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Music for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN NUTRITION AND DIETETICS (CSUGE) AS907 (IGETC) AS908

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy, Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Evaluate scientific concepts of nutrition related to the functioning of the nutrients in the basic life process and apply these concepts to determine the effects of nutrients on the human body.
- Outline the process by which the human body ingests, digests, absorbs, transports, utilizes and excretes food substances.
- List and describe the basic chemical structures of the six classes of nutrients, their action, interaction and balance in relation to health and disease.

Required Courses (26-28 units)		Units
KIN-4*	Nutrition	3
PSY-1/1H*	General Psychology/Honors	3
BIO-55*	Microbiology	4
CHE-1A/1AH*	General Chemistry I/Honors	5
OR		
CHE-1A/1AH*	General Chemistry I/Honors	5
AND		
CHE-1B/1BH*	General Chemistry II/Honors	5
Electives A	Choose from list A below	3-13
Electives B	Choose from list A below	3-4

Electives - List A (3-13 units) Select one course if CHE-1A/1B was taken above or two if not

CHE-1A/1AH*	General Chemistry I	5
CHE-1B/1BH*	General Chemistry II	5
BIO-50A*	Anatomy and Physiology I	4

AND		
BIO-50B*	Anatomy and Physiology II	4
MAT-12/12H*	Statistics/Honors	4
OR		
SOC-48*/	Statistics for the Behavioral Sciences	3
PSY48*		
Electives - List B (3 units)		Units
HES 1*	Health Science	3
KIN 35*	Foundation for Fitness and Wellness	3

*\*Courses may also be used to fulfill general education requirements for the CSU GE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Science in Nutrition and Dietetics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN PHILOSOPHY (CSUGE) AA715 (IGETC) AA717

The Associate in Arts in Philosophy for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

Required Courses (18 units)		Units
PHI-32*	Introduction to Symbolic Logic	3
AND		
PHI-10*/10H*	Introduction to Philosophy/Honors	3
OR		
PHI-12*	Introduction to Ethics	3
Electives A	Choose from list A below	3
Electives B	Choose from list B below	6
Electives C	Choose from list C below	3

Electives - List A (3 units) Select any course from list A or any course not used above Units

PHI-33*	Introduction to Social and Political Philosophy	3
PHI/HUM-35*	Philosophy of Religion	3

Electives - List B (6 units) Select any course from list B or any course not used above Units

PHI-11*	Critical Thinking	3
PHI-19*	Native American Thought	3

Electives - List C (3 units) Select any course from list C or any course not used above Units

HIS-1*	World History to 1500	3
HIS-2*/2H*	World History since 1500/Honors	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: The Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Philosophy for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN PHYSICS (CSUGE) AS638 (IGETC) AS640

The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in Physics. Successful completion of the transfer degree in Physics guarantees student acceptance to a local California State University to pursue a baccalaureate degree in Physics.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply appropriate physical laws and mathematical techniques to analyze various physical situations
- Perform various scientific experiments and to analyze data to check agreement with theoretical predictions

Required Courses (28 units)		Units
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4
PHY-4C*	Heat, Light and Waves	4
PHY-4D*	Modern Physics	4
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Science for Transfer Degree

The Associate in Science in Physics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN POLITICAL SCIENCE (CSUGE) AA754 (IGETC) AA755

The Associate in Arts in Political Science for Transfer Degree is designed to prepare the student for a seamless transfer into the California State University (CSU) system to complete a baccalaureate degree in Political Science or similar major. This degree is designed to prepare students to understand and critically appraise the American political system and central issues in American politics, to evaluate topics in the key areas of political science, to clearly express political science concepts in scholarly writing, and to demonstrate an understanding of these ideas through their application to contemporary political problems.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe, explain, and evaluate American political institutions, political systems, policies and processes;
- Identify and analyze the major current global and domestic political theories and ideologies;
- Objectively explain critical issues in American, Comparative and World politics and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately;
- Employ a variety of current social scientific methodologies in the research, analysis and evaluation of data;
- Demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

Required Courses (18-19 units)		Units
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-4*/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
Electives A	Choose from list A below	3-4
Electives B	Choose from list B below	3

Electives - List A (3-4 units)		Units
MAT-12*/12H*	Statistics/Honors	4
POL-5*	The Law and Politics	3
POL-6*/ECO-6*	Introduction to Political Economy	3
POL-8*	Introduction to Public Administration and Policy Development	3
POL-13*	Introduction to American Foreign Policy	3

Electives - List B (3 units) Select any course from list B or any course from list A not used

ANT-2*/2H*	Cultural Anthropology/Honors	3
ANT-3*	Prehistoric Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-6*	Introduction to Archaeology	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3



ECO-4*	Introduction to Economics	3
ECO-5*	Economics of the Environment	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
GEG-2*	Human Geography	3
GEG-3*	World Regional Geography	3
GEG-4*	Geography of California	3
GEG-6*	Geography of the United States and Canada	3
HIS-1*	World History to 1500	3
HIS-2*/2H*	World History since 1500/Honors	3
HIS-6*/6H*	United States History to 1877/Honors	3
HIS-7*/7H*	United States History from 1865/Honors	3
HIS-11*/MIL-1*	Military History of the United States to 1900	3
HIS-12*/MIL-2*	Military History of the United States Since 1900	3
HIS-19*	Modern Russia History	3
HIS-25*	History of Mexico	3
HIS-26*	History of California	3
PSY-1*/1H*	General Psychology/Honors	3
PSY-9*	Developmental Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-2*	American Social Problems	3
SOC-3*	Social Inequality	3
SOC-12*	Marriage and Family Relations	3
SOC-20*	Introduction to Criminology	3
SOC-50*	Introduction to Social Research Methods	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

**Associate in Arts for Transfer Degree**

The Associate in Arts in Political Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

**ASSOCIATE DEGREE FOR TRANSFER IN PSYCHOLOGY (CSUGE) AA566 (IGETC) AA568**

The Associate in Arts in Psychology for Transfer degree is designed to prepare students who wish to transfer for the purposes of pursuing studies in psychology. Specifically, this degree allows students to complete various lower division courses in preparation for obtaining a baccalaureate degree in psychology at a California State University.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply the basic tenets of psychology to the study of more in depth topics in upper division courses
- Distinguish between the main theoretical perspectives in psychology
- Analyze the primary subfields of psychology and gauge their contributions to the understanding of behavior, cognition, and emotion.

Required Courses (19-20 units)		Units
PSY-1*/1H*	General Psychology/Honors	3
PSY-2*	Biological Psychology	3
PSY-9*	Developmental Psychology	3
PSY-50*	Research Methods in Psychology	4
PSY/SOC-48*	Statistics for the Behavioral Sciences	3
OR		
MAT-12*/12H*	Statistics/Honors	4
Electives	Choose from list below	3

Electives (3 units)		Units
PSY-8*	Introduction to Social Psychology	3
PSY-10	Personal and Social Adjustment	3
PSY-33*	Theories of Personality	3
PSY-35*/35H*	Abnormal Psychology/Honors	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

**Associate in Arts for Transfer Degree**

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

**ASSOCIATE DEGREE FOR TRANSFER IN SOCIAL JUSTICE STUDIES: GENDER STUDIES (CSUGE) AA1005 (IGETC) AA1006**

The Associate in Arts for Transfer in Social Justice Studies – Gender Studies is designed to provide a clear pathway to a

CSU major and baccalaureate programs in Women's Studies, Gender Studies, and Women and Gender Studies. Women and Gender Studies offers students breadth of knowledge through a set of introductory courses addressing gender, sexuality, race, ethnicity, and class, and depth of knowledge courses that focus on women's experiences from an intersectional feminist perspective. Coursework aims to understand and dismantle not only sexism, but also racism, homophobia/heterosexism, classism, ableism, ageism, transphobia, and other forms of institutionalized oppression. The AA-T prepares students who wish to transfer and pursue a baccalaureate degree in a field related to Social Justice, particularly at the California State University campuses. Related fields include Women and Gender Studies, Feminist Studies, Sexuality Studies, Ethnic Studies, Critical Race Studies, or any of a number of other CSU majors in this "area of emphasis." California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Utilize feminist theory along with queer and trans theory to explore and analyze conceptions of power and oppression.
2. Employ the principles of Women, Gender, & Sexuality Studies to identify, explore, and analyze examples of prejudice, discrimination, or oppression in historical or cultural frameworks.
3. Examine the process of gender socialization.
4. Analyze women's experiences, gender politics, and/or feminism across cultures.
5. Engage critical thinking and communication skills with a focus on cultural and global awareness.
6. Use statistics or research methods in the behavioral and social sciences to better analyze issues related to Women and Gender Studies.
7. Analyze issues across multiple disciplines through the lens of gender.

Required Courses (9 units)		Units
ETS-1*	Introduction to Ethnic Studies	3
or		
SOC-10*/10H*	Race and Ethnic Relations/Honors	3
SOC-15*	Introduction to Women's Studies	3
SOC-25*	Introduction to the Sociology of Sex and Gender	3

Elective Courses (9 units) Choose 3 courses from at least two areas.

Area 1: History and Government		Units
ETS/POL-21*	Latinx Politics	3
ETS/POL-23*	Race, Ethnicity and Politics in America	3
HIS-34*	History of Women in the United States	3

Area 2: Arts and Humanities		Units
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AHS-7*	Women Artists in History	3
ENG-34*	Literature by Women	3
ETS-7*	Women of Color in the United States	3
ETS-8*	Introduction to Black Feminism	3
PHI-34*	Philosophical Survey of Sex, Gender and Sexuality	3

Area 3: Social Sciences		Units
ECO-9*/9H*	Economics of Poverty, Inequality and Discrimination	3
COM-13*	Gender and Communication	3
SOC-50*	Introduction to Social Research Methods	3

Area 4: Quantitative Reasoning and Research Methods		Units
MAT-12*/12H*	Statistics/Honors	4
PSY/SOC-48*	Statistics for the Behavioral Sciences	3

Area 5: Major Preparation		Units
AHS-7*	Women Artists in History	3
COM-13*	Gender and Communication	3
ENG-34*	Literature by Women	3
ETS-7*	Women of Color in the United States	3
ETS-8*	Introduction to Black Feminism	3
HIS-34*	History of Women in the United States	3
PHI-34*	Philosophical Survey of Sex, Gender, and Sexuality	3

#### Associate in Art for Transfer Degree

The Associate in Art in Social Justice Studies: Gender Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN SOCIAL JUSTICE STUDIES: GENERAL (CSUGE) AA1003 (IGETC) AA1004

The Associate in Arts for Transfer in Social Justice Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in Social Justice, Ethnic Studies, Women, Gender, or Sexuality Studies, or to programs focused on ethnic groups such as Chicano/Latino Studies, African American Studies, Asian American Studies, or Native American Studies. Social Justice Studies explores the experiences of individuals from various groups, focusing on race, ethnicity, gender, and sexuality, and the complex relations and phenomena of culture, power, oppression, equity, and equality. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Utilize theoretical perspectives as they relate to structures and systems of power and oppression including critical ethnic studies, Critical Race Theory (CRT), feminist theory, or queer and trans theory.
- Employ the principles of Social Justice Studies, Ethnic Studies, or Women, Gender, & Sexuality Studies to identify, explore, and analyze examples of prejudice, discrimination, or oppression in historical or cultural frameworks.
- Engage critical thinking and communication skills with a focus on cultural and global awareness.
- Use statistics or research methods in the behavioral and social sciences to better analyze issues related to Social Justice Studies.
- Analyze issues across multiple disciplines through a social justice lens.

Required Courses (9 units)		Units
ETS-1*	Introduction to Ethnic Studies	3
or		
SOC-10*/10H*	Race and Ethnic Relations/Honors	3
SOC-15*	Introduction to Women's Studies	3
SOC-25*	Introduction to the Sociology of Sex and Gender	3

Elective Courses (9 units) Choose 3 courses from at least two areas.

Area 1: History and Government		Units
ETS*/POL-14*	African American History I	3
ETS/HIS-15*	African American History II	3
ETS/HIS-28*	Native American History to 1871	3
ETS/HIS-29*	Native American History II: Contemporary Society	3
ETS-2*/HIS-31*	Introduction to Chicana/o/x Studies	3
ETS/HIS-44*	Asian American History	3
ETS/POL-21*	Latinx Politics	3
ETS/POL-23*	Race, Ethnicity, and Politics in America	3
HIS-34*	History of Women in the United States	3

Area 2: Arts and Humanities		Units
ENG/ETS-18*	Survey of Native American Literature	3
ENG/ETS-20*	Survey of African American Literature	3
ENG/ETS-24*	Survey of Asian American Literature	3
ENG/ETS-25*	Latinx Literature of the United States	3
ENG-34*	Literature by Women	3
ETS-1*	Introduction to Ethnic Studies	3
ETS-3*	Introduction to African Studies	3
ETS-7*	Women of Color in the United States	3
ETS-8*	Introduction to Black Feminism	3
ETS-13*/	Survey of Black Thought	3
PHI-14*		
HUM-9*	American Voices	3
HUM-16*	Arts and Ideas: American Culture	3
PHI-34*	Philosophical Survey of Sex, Gender and Sexuality	3

Area 3: Social Sciences		Units
ANT-4*/	Native American Cultures	3
ETS-27*		
COM-13*	Gender and Communication	3

ECO-9*/9H*	Economics of Poverty, Inequality and Discrimination	3
SOC-2*	American Social Problems	3
SOC-3*	Social Inequality	3
SOC-50*	Introduction to Social Research Methods	3

Area 4: Quantitative Reasoning and Research Methods		Units
MAT-12*/12H*	Statistics/Honors	4
PSY/SOC-48*	Statistics for the Behavioral Sciences	3

### Associate in Art for Transfer Degree

The Associate in Art in Associate Degree for Transfer in Social Justice Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

### ASSOCIATE DEGREE FOR TRANSFER IN SOCIOLOGY (CSUGE) AA695 (IGETC) AA696

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

Required Courses (18-19 units)		Units
SOC-1*/1H*	Introduction to Sociology/Honors	3
Electives A	Choose from list A below	6-7

Electives B	Choose from list B below	6
Electives C	Choose from list C below	3

Electives - List A (6-7 units)		Units
MAT-12*/12H*	Statistics/Honors	4
OR		
PSY/SOC-48*	Statistics for the Behavioral Sciences	3
SOC-2*	American Social Problems	3
SOC-50*	Introduction to Social Research Methods	3

Electives - List B (6 units)		Units
PSY-8*	Introduction to Social Psychology	3
SOC-10*	Race and Ethnic Relations	3
SOC-12*	Marriage Family Relations	3
SOC-20*	Introduction to Criminology	3
SOC-25	Introduction to the Sociology of Sex and Gender	3

Electives - List C (3 units)		Units
ANT-2*2H*	Cultural Anthropology /Honors	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-3*	Social Inequality	3
SOC-15	Introduction to Women's Studies	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN SPANISH (CSUGE) AA707 (IGETC) AA708

The Associate in Arts in Spanish for Transfer provides transfer majors with a strong foundation not only in the four basic language skills (listening comprehension, reading comprehension, speaking and writing), but also in the civilization and cultures of Spain and Latin America. The degree emphasizes the acquisition of communicative competence and the development of intercultural awareness, appreciation and understanding. Additionally, the Spanish courses align well with preparation for transfer majors in related fields such as liberal arts, language arts and linguistics, and complement majors in international relations, political science, business, education, sociology and other areas of study at UC, CSU, and private colleges and universities.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

Required Courses (23 units)		Units
SPA-1*	Spanish 1	5
SPA-2*	Spanish 2	5
SPA-3*	Spanish 3	5
OR		
SPA-3N*	Spanish for Spanish Speakers	5
SPA-4*	Spanish 4	5
Electives	Select from the list below	3

Electives (3 units)		Units
SPA-8*	Intermediate Conversaion	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.*

### Associate in Arts for Transfer Degree

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

Note: If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages.

ANT-2*/2H*	Cultural Anthropology/Honors	CSU Area D
ANT-5*	Cultures of Ancient Mexico	CSU Area D
ANT-8*	Language and Culture	CSU Area D
AHS-13*	Pre-Columbian Art History	CSU Area C1
AHS-14*	Latin American Art: Colonial to the Present	CSU Area C1

COM-12*	Intercultural Communication	CSU Area D
ENG-25*	Latinx Literature of the United States	CSU Area C2
GEG-2*	Human Geography	CSU Area D
HIS-25*	History of Mexico	CSU Area D
HIS-31*	Introduction to Chicana/o/x Studies	CSU Area C2 or D
SOC-1*/1H*	Introduction to Sociology	CSU Area D
SOC-10*/10H*	Race and Ethnic Relations	CSU Area D

## **ASSOCIATE DEGREE FOR TRANSFER IN STUDIO ARTS (CSUGE) AA693 (IGETC) AA694**

The Associate in Arts in Studio Arts for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. The Associate in Arts in Studio Arts for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Studio Arts or similar major.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

Required Courses (24 units)		Units
AHS-2/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
Electives A	Choose from list A below	3
Electives B	Choose from list B below	9

Electives - List A (3 units)		Units
AHS-1/1H*	History of Western Art: Pre-Historic, Ancient and Medieval	3
AHS-5*	Arts of Africa, Oceania, and Indigenous North America	3
AHS-12*	Asian Art History	3

Electives - List B (9 units) Choose one course in each of the three different areas		Units
<b>Drawing</b>		
ART-40A	Figure Drawing - Introduction	3
ART-18	Intermediate Drawing	3
<b>Painting</b>		
ART-26	Beginning Painting	3
<b>Printmaking</b>		
ART-30A	Printmaking - Introduction	3
<b>Ceramics</b>		
ART-15	Beginning Ceramics	3
<b>Sculpture</b>		
ART-20	Beginning Sculpturing	3

Digital Art ART-36A	Computer Art - Introduction	3
Photography PHO-8	Introduction to Photography	3
Color ART-23	Color Theory and Design	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).

## ASSOCIATE DEGREE FOR TRANSFER IN THEATRE ARTS (CSUGE) AA747 (IGETC) AA748

An Associate in Arts in Theatre Arts degree for Transfer (AA-T) from Riverside City College represents the attainment of the needed proficiency that prepares students to audition or demonstrate design skills for acceptance into private, state college and university departments for careers in the field of Theater. This major is intended to align student course work with lower-division requirements for Cal State and University of California baccalaureate theater degrees. Such degrees are available at many CSU, UC, and private schools. Students completing this degree typically continue in the fields of Theater performance, design and/or theater education. The implementation of the Theater Studies Transfer Model Curriculum (TMC) will allow students to transfer to CSU with junior standing supporting the college's and district's mission and strategic goals to increase transfer rates.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

Required Courses (18 units)		Units
THE-3*	Introduction to the Theatre	3
THE-32	Acting Fundamentals Theatre Games and Exercises	3
THE-5	Theatre Practicum	3
OR		
THE-6	Advanced Theatre Practicum	3
Electives	Choose from the list below	9

Electives (9 units)		Units
THE-9*	Dramatic Literature - Script Analysis	3
THE-25	Makeup for the Stage	3
THE-33	Scene Acting: Creating a Role	3
THE-41	Elementary Stagecraft	3
THE-44	Theatrical Set Design	3
THE-46	Theatrical Costume Design	3
THE-48	Theatrical Lighting Design	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Theatre Arts degree for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General

Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).





## CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS

### RIVERSIDE CITY COLLEGE

#### California State University (CSU) General Education Requirements

2021-2022 - (The Updated version of CSUGE Requirements will be posted when available for 2022-2023)

To obtain a Bachelor's degree from a CSU campus, you must complete 48 semester units of general education. A Community College can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining 9 units of upper-division general education coursework are to be taken at the CSU campus after transfer. A course can only be certified if it was approved for CSU GE when it was taken. *Norco College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement. The courses listed below will fulfill the lower division general education requirements for all CSU campuses.*

- A. English Language Communication and Critical Thinking (minimum 9 semester or 12 quarter units)**  
*Must be completed prior to transfer! Select one course from each group. Grades of 'C-' or better are required.*
- Oral Communication:** Communication Studies 1 or 1H, 6, 9 or 9H
  - Written Communication:** English 1A/1AH
  - Critical Thinking:** Academic Literacy and Reading 4; Communication Studies 2, 3; English 1B or 1BH; Philosophy 11, 32;
- B. Scientific Inquiry and Quantitative Reasoning (minimum 9 semester or 12 quarter units)**  
*Must be completed prior to transfer! Select one course from groups 1, 2 and 4. At least one of the science courses must have a lab – see underlined courses.*
- Physical Science:** Astronomy 1A, 1B; CHE 1A or 1AH, 1B or 1BH, 2A, 2B, 3, 10, 12A, 12B; Geography 1 or 1H, 1L, 5; Geology 1, 1L, 1B, 2, 3, 4, 5; Oceanography 1, 1/L; Physical Science 1, 5 (same as GEG5); Physics 2A, 2B, 4A, 4B, 4C, 4D, 10, 10/11
  - Life Science:** Anthropology 1 or 1H, 1L; Biology 1/1H, 2, 3, 4 (formerly BIO 17), 5, 6, 7, 8, 9, 10, 14, 14/15, 18 (formerly BIO 34), 19 (formerly BIO 36), 20, 45 (formerly AMY 10), 50A (formerly AMY 2A), 50B (formerly AMY 2B), 55 (formerly MIC1), 60 (formerly BIO 11), 61 (formerly BIO 12); Psychology 2;
  - 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.
  - Mathematics/Quantitative Reasoning** (grade of 'C-' or better is required): Math 1A, 1B, 1C, 2, 3, 5, 10, 11, 12 or 12H, 15, 23, 25, 26, 36; Psychology/Sociology 48
- C. Arts and Humanities (minimum 9 semester or 12 quarter units)**  
*Select three courses, with at least one course from “Arts” and one course from “Humanities”:*
- Arts:** Art 6 or 6H; Art History 1 or 1H, 2 or 2H, 3, 4, 5, 6 or 6H, 7, 8, 9, 10, 12, 13, 14, 15; Communication Studies 7, 11; Dance 6 or 6H; Film Studies 1 or 1H, 2, 3, 4, 5; Film, Television and Video 65; Music 19, 20, 21, 22, 23, 25, 26, 89; Spanish 11; Theater Arts 3, 9, 29
  - Humanities:** American Sign Language 1, 2, 3, 4, 5, 22; Arabic 1, 2, 3, 8, 11 or 11H; Art History 4; Chinese 1, 2, 11; Communication Studies 7; English 1B or 1BH, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18 (same as ETS 18), 20 (same as ETS 20), 23, 24 (same as ETS 24), 25 (same as ETS 25), 30, 34, 35, 40, 41, 44, 45, 48; English as a Second Language 50; Ethnic Studies 1, 3, 7, 8, 40; Ethnic Studies/English 18, 20, 24, 25; Ethnic Studies 2/History 31; Ethnic Studies/History 14, 15, 28, 29, 44; Ethnic Studies 13/Philosophy 14; Film Studies 5; Film, Television and Video 12; French 1, 2, 3, 8, 11; History 1, 2 or 2H, 6 or 6H, 7 or 7H, 11 (same as MIL 1), 12 (same as MIL 2), 14 (same as ETS 14), 15 (same as ETS 15), 19, 25, 26, 28 (same as ETS 28), 29 (same as ETS 29), 31 (same as ETS 2), 32, 33, 34, 35, 42, 44 (same as ETS 44); Humanities 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; Military Science 1 (same as HIS 11), 2 (same as HIS 12); Philosophy 10 or 10H, 12, 13, 14 (same as ETS 13), 19, 33, 34, 35, 36; Portuguese 1, 2; Russian 1, 2, 3, 11; Spanish 1, 2, 3, 3N, 4, 8, 11, 12.
- D. Social Sciences (minimum 6 semester or 8 quarter units)** *Select two courses:*
- Anthropology 2 or 2H, 3, 4 (same as ETS 27), 5, 6, 7, 8; Administration of Justice 1, 3, 9 or 9H; Chemistry 17; Communications 9 or 9H, 12, 13, 20; Early Childhood Studies 20, 42; Economics 4, 5, 7 or 7H, 8 or 8H, 9 or 9H, 10; Economics/Political Science 6; Ethnic Studies 1, 3, 7, 8, 40; Ethnic Studies 27/Anthropology 4; Ethnic Studies 2/History 31; Ethnic Studies/History 14, 15, 28, 29, 44; Ethnic Studies/Political Science 21, 23; Film, Television & Video 41; Geography 2, 3, 4, 6; History 1, 2 or 2H, 6 or 6H, 7 or 7H, 11 (same as MIL 1), 12 (same as MIL 2), 14 (same as ETS 14), 15 (same as ETS 15), 19, 25, 26, 28 (same as ETS 28), 29 (same as ETS 29), 31 (same as ETS 2), 32, 33, 34, 35, 42, 44 (same as HIS 44); Journalism 7; Military Science 1 (same as HIS 11), 2 (same as HIS 12); Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6 (same as ECO 6), 7ABC, 8, 10ABC, 11, 12, 13, 17, 20, 21 (same as ETS 21), 22, 23 (same as ETS 23); Psychology 1 or 1H, 8, 9, 33, 35 or 35H, 50; Sociology 1 or 1H, 2, 3, 10 or 10H, 12, 15, 20, 25, 50.

**E. Lifelong Learning and Self-Development (minimum 3 semester or 4 quarter units)**

Academic Literacy and Reading 3; Biology 16 (formerly BIO 30), 35 (same as HESI); Early Childhood Studies 20, 42; Guidance 47, 48; Health Science 1; Kinesiology 4, 10, 12, 35, 36, 38; Nursing 14; Psychology 9, 10, 33; Sociology 12; Military veterans who submit DD214 will be awarded 3 units towards Area E certification.

*Activity courses - **Only 1 unit of activity coursework may be applied towards area E.** Students who took GUI-48 when approved as 2 units may combine with 1 unit from the approved activity courses listed below to fulfill the 3 units required in area E:*

DAN 13, 14, 15, 16, 17, 20, 21, 22, 23, 25, 26, 29, 30ABC, 31, 31B, 32, 33, 34, 35, 37, 38, 39, 43, 44, 46, 47, 48, 49, 50, 51, 60; KIN A3, A4, A7, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A43, A44, A54A, A54B, A55, A57A, A57B, A57C, A62, A64ABC, A67, A68, A69, A71, A75A, A75B, A77A, A77B, A77C, A81A, A81B, A81C, A89A, A89B, A89C, A90A, A90B, A90C, V1, V2, V4, V5, V6, V7, V8, V9, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V27, V33, V34, V50, V51, V52, V53, V60, V61, V70, V71, V78, V82, V92, V94, V95.

**F. Ethnic Studies (3 semester units or 4 quarter units) Select one course:**

Ethnic Studies 1, 3, 7, 8; Ethnic Studies 13/Philosophy 14; Ethnic Studies/History 14, 15, 44; Ethnic Studies/Political Science 21, 23

**CSU Graduation Requirement in United States History, Constitution, and Government**

Although this is not a part of the general education requirements, it is a CSU graduation requirement that can be completed at Riverside City College prior to transfer. The courses below will also partially fulfill CSU GE Areas C, D, or F in the areas they are approved. The same course may not be used in more than one GE area.

**1. U.S. History (3 units)**

Ethnic Studies 2/History 31; Ethnic Studies/History 14, 15, 28, 29, 44; History 6 or 6H or 7 or 7H, 34; History 11/Military Science 1; History 12/Military Science 2; Humanities 16;

**2. Constitution and Government (3 units)**

Political Science 1 or 1H; Ethnic Studies/Political Science 21;

**Note:** Riverside City College's POL-1/1H or ETS/POL-21 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students who have completed ETS/POL-23, or who have received a score of 3 or higher on the AP U.S. Government and Politics exam, or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**NOTES:**

1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.
2. Upper division transfer students will need to complete a minimum of 60 transferable units, their "Golden 4" courses, and at least 30 units of general education.
3. "Golden 4 Courses" in Areas A1, A2, A3, and B4 must be completed with grades of "C-" or better prior to admission. However, RCCD requires a "C" grade or better to meet course prerequisites.
4. It is highly recommended to make an appointment with a counselor to ensure proper academic planning and to complete a student educational plan (SEP).
5. If you are completing an Associate Degree for Transfer (ADT) – please meet with a counselor to review important information about the ADT: Similar Majors at the CSU, Application Process for the ADT, and general benefits.
6. **CSU GE area F is effective for students beginning at a CCC or a CSU campus in fall 2021 and beyond. Students with continuous enrollment prior to fall 2021 may choose to complete the pre-fall 21 CSU GE pattern without Area F and with 9 units from at least two different disciplines completed in Area D. For purposes of area F, continuous enrollment is defined as attendance in at least one semester per calendar year at a CSU or California Community College or a combination of the two. See a counselor for details.**

**CSU GE Breadth for STEM**

Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE for STEM, deferring two lower-division GE courses until after transfer. CSU GE for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only the ADT in Biology allows CSU GE for STEM.

"CSU GE Breadth for STEM" certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:

- All courses in Areas A, B, E and F of the traditional GE Breadth curriculum; and
- One course in Area C1 Arts and one course in Area C2 Humanities; and
- One course in Area D

*Please consult with a Riverside City College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.*

CSUGE2021

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## **INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

### **RIVERSIDE CITY COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR TRANSFER TO CSU AND UC**

**2021-2022- The updated version of IGETC Requirements will be posted when available for 2022-2023**

Completion of 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. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to Riverside City College to complete IGETC requirements. A course can only be certified if it was approved for IGETC when it was taken.

**Norco College and Moreno Valley College are separate colleges and the courses that are approved for IGETC may vary. Students who wish to take courses at another institution and apply them towards IGETC should always first consult with a counselor to make sure the course will fulfill the intended requirement. Transfer students will receive IGETC certification after completing all of the subject areas below with a min. “C” grade or better (A grade of “C-” is not acceptable.)**

#### **Area 1. ENGLISH COMMUNICATION (minimum 6-9 semester or 8-12 quarter units)**

CSU – 3 courses required; select one from each group:

UC – 2 courses required; select one from group 1A and one from group 1B:

- English Composition:** English 1A or 1AH
- Critical Thinking – English Composition:** English 1B or 1BH (must be taken Fall 93 or later)
- Oral Communication:** Communication Studies 1 or 1H, 6, 9 or 9H (CSU requirement only)  
(If using IGETC for ADT must complete Area 1c)

#### **Area 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (minimum 3 semester or 4 quarter units)**

Select one course:

Math 1A\*\*, 1B, 1C, 2, 3, 5\*\*, 10\*\*, 11\*\*, 12 or 12H, 15, 23, 25; Psychology/Sociology 48.

#### **Area 3. ARTS AND HUMANITIES (minimum 9 semester or 12 quarter units)**

3 courses required with at least one course from the “Arts” and one from the “Humanities”.

- Arts: Arabic 11 or 11H; Art 6 or 6H; Art History 1 or 1H, 2 or 2H, 3, 4, 5, 6 or 6H, 7, 8, 9, 10, 12, 13, 14, 15; Chinese 11; Dance 6 or 6H; Film Studies 1 or 1H, 2, 3, 4, 5; French 11; Italian 11; Japanese 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 23, 25, 26, 89; Russian 11; Spanish 11; Theater Arts 3, 9, 29
- Humanities: American Sign Language 3, 22; Arabic 2, 3, 8; Art History 4; Chinese 2; Communication Studies 12\*; English 6, 7, 8, 9, 14, 15, 16, 18 (*same as ETS 18*), 20 (*same as ETS 20*), 23, 25 (*same as ETS 25*), 30, 34, 35, 40, 41, 44, 45, 48; Ethnic Studies/English 18, 20, 25; Ethnic Studies 2\*/History 31\*; Ethnic Studies/History 14\*, 15\*, 28\*, 29\*, 44\*; Ethnic Studies 13/Philosophy 14; French 2, 3, 8; History 1\*, 2\* or 2H\*, 6\* or 6H\*, 7\*, 7H\*, 11\*(*same as MIL1*), 12\*(*same as MIL2*), 14\*(*same as ETS 14*), 15\*(*Same as ETS 15*), 19\*, 25\*, 26\*, 28\*(*same as ETS 28*), 29\*(*same as ETS 29*), 31\*(*same as ETS2*), 32\*, 33\*, 34\*, 35\*, 42\*, 44\*(*same as ETS 44*); Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 2 3; Japanese 2, 3, 4; Military Science 1\*(*same as HIS 11\**), 2\* (*same as HIS 12\**); Philosophy 10 or 10H, 12, 13, 14 (*same as ETS 13*), 19, 33, 35, 36; Portuguese 2; Russian 2, 3; Spanish 2, 3, 3N, 4, 8, 11, 12.

#### **Area 4. SOCIAL AND BEHAVIORAL SCIENCES (minimum 9 semester or 12 quarter units)**

**Select three courses from at least two academic disciplines:**

Administration of Justice 1, 3, 9; Anthropology 1\* or 1H\*, 2 or 2H, 3, 4 (*same as ETS 27*), 5, 6, 7, 8; Chemistry 17; Communication Studies 12\*, 13, 20; Early Childhood Studies 20; Economics 4\*\*, 5, 7 or 7H, 8 or 8H, 9 or 9H, 10; Economics 6/Political Science 6; Ethnic Studies 27/Anthropology 4; Ethnic Studies 2\*/History 31\*; Ethnic Studies/History 14\*, 15\*, 28\*, 29\*, 44\*; Geography 2, 3, 4, 6; History 1\*, 2\* or 2H\*, 6\* or 6H\*, 7\* or 7H\*, 11\*, 12\*, 14\* (*same as ETS 14*), 15\* (*same as ETS 15*), 19\*, 25\*, 26\*, 28\* (*same as ETS 28*), 29\* (*same as ETS 29\**), 31\* (*same as ETS 2\**), 32\*, 33\*, 34\*, 35\*, 42\*, 44\* (*same as ETS 44\**); Journalism 7; Military Science 1\* (*same as HIS 11\**), 2\* (*same as HIS 12\**); Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 11, 13; Psychology 1 or 1H, 2\*, 8, 9, 33, 35, 50; Sociology 1 or 1H, 2, 3, 10 or 10H, 12, 15, 20, 25, 50.

**Area 5. PHYSICAL AND BIOLOGICAL SCIENCES (minimum 7 semester or 9 quarter units)**

**Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:**

- Physical Science:** Astronomy 1A,1B; Chemistry 1A or 1AH, 1B or 1BH, 2A\*\*, 2B, 3\*\*, 10\*\*, 12A, 12B; Geography 1, 1H, 1L, 5; Geology 1, 1L, 1B, 3, 4, 5; Oceanography 1, 1L; Physical Science 1\*\*, 5 (*same as GEG 5*); Physics 2A\*\*, 2B\*\*, 4A\*\*, 4B\*\*, 4C\*\*, 4D\*\*, 10\*\*/11\*\*.
- Biological Science:** Anthropology 1\* or 1H\*, 1L; Biology 1 or 1H, 3, 4 (*formerly BIO 17*), 5, 6\*\*, 7, 8\*\*, 9, 10\*\*, 14, 14/15, 16 (*formerly BIO 30*), 18 (*formerly BIO 34*), 19 (*formerly BIO 36*), \*\* 20, 45 (*formerly AMY 10*), 50A (*formerly AMY 2A*), 50B (*formerly AMY 2B*), 55 (*formerly MIC 1*), 60 (*formerly BIO 11*), 61 (*formerly BIO 12*); Psychology 2\*.
- Laboratory:** This course is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

**AREA 6. LANGUAGE OTHER THAN ENGLISH (Select one course - UC requirement only)**

- American Sign Language 1,2,3,4; Arabic 1,2,3; Chinese 1,2; French 1,2,3; Italian 1,2,3; Japanese 1,2,3,4; Portuguese 1,2; Russian 1,2,3; Spanish 1,2,3,3N,4 OR
- Proficiency equivalent to two years of high school in the same language  
(*Students from non-English speaking countries should see a counselor for proficiency equivalencies.*)

**CSU Graduation Requirement Only in United States History, Constitution and Government:**

Although this is not part of the IGETC, it is a CSU graduation requirement that you can complete at Riverside City College prior to transfer. Some of these courses may also be used to partially fulfill area 3B or 4. The same course may not be used in more than one GE area.

- U.S. History (3 units)**  
Ethnic Studies 2/History 31; Ethnic Studies/History 14,15,28,29,44; History 6 or 6H or 7 or 7H,34;  
History 11/Military Science 1; History 12/Military Science 2; Humanities 16;
- Constitution and Government (3 units)**  
Political Science 1 or 1H; Ethnic Studies/Political Science 21;

**Note:** Riverside City College's POL-1/1H or ETS/POL-21 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students who have completed ETS/POL-23, or who have received a score of 3 or higher on the AP U.S. Government and Politics exam, or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**New CSU GE Ethnic Studies requirement - Beginning in Fall 21 the CSU has implemented an Ethnic Studies requirement, which is now CSU GE area F. Currently at Riverside City College Ethnic Studies 1, 3, 7, 8; Ethnic Studies 13/Philosophy 14; Ethnic Studies/History 14, 15, 44; Ethnic Studies/Political Science 21, 23 are approved to satisfy this requirement. See the 21-22 CSU GE pattern and consult with a counselor for complete details.**

**IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions**, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend.

For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations.

**Notes:**

1. \*Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.
2. \*\*UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.
3. A grade of “P” in approved coursework taken as Pass/No Pass through RCCD is acceptable for IGETC certification. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of “Credit/No Credit” (“Pass/No Pass”) courses that may be used to meet degree requirements. The UC system allows a maximum of 14 semester units graded “Pass/No Pass” (Credit/No Credit) basis of the 60 transferable semester units required for admission. There is no system-wide policy for CSU campuses. Therefore, each campus has established its own policy on limitations of courses transferred with grades of “Credit/Pass”.
4. Some of the UC campuses do not accept or recommend IGETC for certain majors, (i.e. Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution. For updated information about these limitations please visit: <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html>
5. **It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).**

Note - IGETC and IGETC for STEM requirements are subject to change based on the new CSU Ethnic Studies requirement. Updated requirements will be posted as soon as they are available.

**IGETC for STEM**

Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower-division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only ADT's in Biology, Chemistry, and Environmental Science allow IGETC for STEM.

"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology, Chemistry, or Environmental Science would require:

**Complete the following courses before transfer:**

- All courses in Areas 1, 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

**Complete the following courses after transfer:**

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.\*

\*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

*Please consult with a Riverside City College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.*

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# CURRICULAR PATTERNS



## WORK EXPERIENCE EDUCATION

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### 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 below. The content/ curriculum for each discipline-specific course is identical to the general work experience course (WKX-200).

### Units Determination:

General Work Experience (not related to one of the occupational disciplines listed below) is 1-4 units.

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.

Hours Worked Per Week Students should enroll in:

Paid Hours	Volunteer Hours	Unit Value
20-40 (paid)	15-40 (volunteer)	up to 4 units
14-19 (paid)	11-14 (volunteer)	up to 3 units
9-13 (paid)	7-10 (volunteer)	up to 2 units
5-8 (paid)	4-6 (volunteer)	up to 1 units

- Accounting
- Administration of Justice
- Air Conditioning and Refrigeration
- Applied Digital Media and Printing
- Art
- Automotive Body
- Automotive Technology
- Business Administration
- Computer Applications and Office Technology
- Computer Information Systems
- Cosmetology
- Culinary

- Dance
- Early Childhood Education
- Education
- Energy Systems Technology
- Journalism
- Kinesiology
- Management
- Marketing
- Medical Assisting
- Music
- Nursing
- Paralegal Studies
- Photography
- Real Estate
- Telecommunications (Film, Television and Video)
- Theater Arts
- Welding

## HIGH SCHOOL COURSES

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### Foreign Languages

Two years of high school language with a "C" or better are equivalent to the first semester of the same language at RCCD. For subsequent semesters, one year of high school language with a "C" or better is equivalent to one semester of the same language at RCCD. (For example, two years of high school Spanish are equivalent to Spanish 1 at RCCD; three years of high school Spanish are equivalent to Spanish 2; four years of high school Spanish are equivalent to Spanish 3.)

### Chemistry

Questions regarding high school chemistry courses and meeting prerequisites for Riverside City College chemistry courses should be directed to your college counselor.

### Articulated Courses

The Riverside Community College District (RCCD) colleges (Moreno Valley, Norco, and Riverside City) have articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals. The articulated credit is transcribed as a letter grade on a student's RCCD college transcript. The minimum grade required for articulated credit is a "B". Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting <https://www.rccd.edu/departments/careertech/Pages/High-School-Articulation.aspx>. For further information or assistance, please contact the high school articulation office, [cte-info@rccd.edu](mailto:cte-info@rccd.edu).



**MORENO VALLEY COLLEGE****Colton-Redlands-Yucaipa Regional Occupational Program**

Creating an Online Business (BUS-51)  
 Criminal Investigation (ADJ-13)  
 Mind Matters (HMS-17)  
 Virtual Enterprise (BUS-30)  
 Video Design 2 (CIS-35)  
 Video Game Design (CIS-36)

**Moreno Valley Unified School District**

Accounting 1 (ACC-55)  
 BA Empowering Entrepreneurs (BUS-10)  
 Virtual Business (BUS-30)

**NuView Union School District**

Anatomy/Physiology (BIO-45)

**Riverside County Office of Education**

Emergency Medical Technician (EMS-50 and EMS-51)  
 Professional Business Communications ROP (BUS-22 and BUS-47)  
 Public Safety Personnel/First Aid (EMS-41)  
 RCOE Cyber Security I (CIS-25)  
 RCOE Cyber Security II (CIS-40D)

**Riverside Unified School District**

First Responder (HCA-2) (EMS-41)  
 Medical Terminology Honors (MDA-10)

**Val Verde Unified School District**

CTE Completer Photography (PHO-20)  
 Introduction to Business (BUS-10)  
 Photography II (PHO-20)

**NORCO COLLEGE****Alvord Unified School District**

Anatomy/Physiology (BIO-45)  
 Computer Aided Design and Drafting: CADD 1-Introduction and  
 CADD 2-Engineering Graphics and Design (ENE-21)  
 Computer Aided Design and Drafting: CADD 1-Introduction and  
 CADD 3-Architectural Design (ARE-24)  
 Computer Aided Design and Drafting: CADD 1-Introduction,  
 CADD 2-Engineering Graphics and Design, and CADD 4-  
 Animation (ENE-30)

**Baldy View Regional Occupational Program**

ROP Digital Art I (ART-36A)

**Chaffey Joint Union High School District**

Art 3D Design I 1 and 2 (ART-20)  
 Computer Graphic Design I 1 and 2 (CIS-78A)  
 Digital Arts I 1 and 2 (ART-36A)

**Colton Joint Unified School District**

Digital Electronics (ELE-25)  
 Introduction to Business (BUS-10)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Advanced Manufacturing I (MAN-56)  
 Advanced Manufacturing I and II (MAN-36)  
 Construction Technology (CON-60)  
 STEAM Shop 1 (ENE-10)

**Corona-Norco Unified School District**

Advanced Microsoft Word (CAT-80)  
 Anatomy and Physiology 1A/1B (BIO-45)  
 Architectural Design 1A and 1B (ARE-24 and ARE-25)  
 Business Law (BUS-18A)  
 Business Management and Leadership (MAG-44)  
 Computer Aided Drafting 2A & 2B (ENE-42)  
 Game Design Principles (GAM-3A)  
 History of Video Games (GAM-2)  
 Introduction to Business (BUS-10)  
 Introduction to Engineering & Architectural Design 1A and 1B  
 (ENE-21 and ENE-30)  
 Introduction to Excel (CAT-98A)  
 Introduction to Game Programming (GAM-4A)  
 Medical Anatomy and Physiology (BIO-45)  
 Robotics 1A/1B (ELE-61)  
 Technology Applications 1A and 1B (CIS-1A)

**Jurupa Unified School District**

Computer Graphics and Design (ART-39)

**Lake Elsinore Unified School District**

AP Art History (AHS-6)  
 AP Computer Science A (CIS-18A)  
 Health Science and Workplace Safety (MAN-55)  
 Introduction to Engineering Design (ENE-42)

**Moreno Valley Unified School District**

Digital Electronics (ELE-25)

**Murrieta Valley Unified School District**

Video Gaming 1/Computer Programming & Game Design  
 (GAM- 3A and GAM-1)  
 Video Gaming 2 Game Design and Development (GAM-4A)

**Riverside County Office of Education ROP**

Anatomy & Physiology for the Health Profession (BIO-45)  
 CIS Microsoft Tools Comprehensive (CAT-3)  
 Construction Technology - Level 1 (CON-60)

**Riverside Unified School District**

Anatomy and Physiology (BIO-45)  
 Digital Electronics (ELE-25)  
 Digital Game Design (GAM-4A)  
 Game Design Principles (GAM-3A)  
 Global Business Info/Tech Acad 2 (BUS- 30)  
 PLTW Human Body Systems (BIO-45)  
 Principles of Engineering (ENE-60)

**Val Verde Unified School District**

Anatomy and Physiology (BIO-45)  
 Graphic Design & Adv (ART-39)

**RIVERSIDE CITY COLLEGE****Alvord Unified School District**

American Sign Language 2 (ASL-1)

American Sign Language 3 (ASL-2)

**Baldy View Regional Occupational Program**

Pharmacy Clerk- Medical Mathematics (NRN-93)

**Chaffey Joint Union High School District**

Computer Graphic Design II 1 and 2 (ADM-77A)

Computer Graphic Design III 1 and 2 (ADM-63A)

Computer Graphic Design IV 1 and 2 (ART-36B)

**Colton Joint Unified School District**

Introduction to Engineering Design (ENE-4)

Microsoft Word (CAT-34A)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Automotive General Service Technician (AUT-50)

Careers in Nutrition and Wellness (KIN-4)

CISCO Internetworking, Level 1 (CIS-26A)

CISCO Internetworking, Level 2 (CIS-26B)

Cybersecurity I (CIS-25)

Cybersecurity II (CIS-27)

Digital Video Production I (FTV-67)

Digital Video Production II (FTV-74)

Fundamental Web Page Design (ADM-74A)

Graphic Communications (ADM-1)

Graphic Design - Honors (ADM-62)

Graphic Design I (ADM-63A)

Intro to Criminal Justice (ADJ-1)

Personal Fitness Trainer (KIN-43)

Sports Medicine &amp; Therapy (KIN-16)

STEAM Shop 2 (ENE-4)

The Art of Animation (ADM-67)

The Art of Animation II (ADM-68A)

Welding Technology (WEL-65A)

**Corona-Norco Unified School District**

Digital Photography 1A/1B (PHO-20)

Introduction to Word (CAT- 34A)

Introduction to PowerPoint (CAT-65)

Photography 1A/1B (PHO-8)

**Fontana Unified School District**

Dance 3 (DAN-7, DAN-D21, DAN-D32 and DAN-D37)

**Jurupa Unified School District**

Automotive Technology II (AUT-50)

Digital Imaging (ADM-71A)

Digital Photography I (PHO-20)

Digital Photography 2 (PHO-9)

Graphic Tech &amp; Printing (ADM-1)

Innovation and Design (ENE-4)

Introduction to Design (ENE-4)

Video Production (FTV-67)

Video Production and Television Production (FTV-45A)

**Lake Elsinore Unified School District**

Advanced Digital Photography (PHO-9)

Advanced Video Production (FTV-66)

Design 2 (ADM-71A)

Design for Print Publication (ADM-63A)

Digital Photography I (PHO-20)

Digital Video Production (FTV-67)

Graphic Design 2 (ADM-62)

Welding and Materials Joining 2 (WEL-65A)

**Moreno Valley Unified School District**

Web Page Design (ADM-74)

**Murrieta Valley Unified School District**

Intro to Design (Project Lead the Way) (ENE-4)

**Perris Union High School District**

PLTW Introduction to Engineering Design (ENE-4)

**Riverside County Office of Education ROP**

Auto Collision &amp; Refinishing Essentials (AUB-50)

Creative Digital Media-ROP (ADM-71A)

Digital Film Production I (FTV-67)

Digital Film Production II (FTV-65)

Digital Film Production III (FTV-52)

Digital Imaging (ADM-71A and ADM-77A)

Digital Photography I (PHO-20)

Intro to CTE Multimedia Prod (FTV-67)

Maintenance &amp; Light Repair I (AUT-50)

Sports Medicine &amp; Therapeutic Services - Level 1 (KIN-16)

Website Design &amp; Development (CIS-72A)

**Riverside Unified School District**

American Sign Language 1 (ASL-1)

American Sign Language 2 (ASL-2)

Broadcast Journalism (FTV-45A)

Digital Film Production 1 (FTV-67)

Digital Film Production 2 (FTV-64A)

Introduction to Engineering Design (ENE-4)

Music Technology and Composition II (MUS-8A)

Music Technology and Composition III (MUS-8B)

**San Jacinto Unified School District**

Welding 1 (Structural Welding and Fabrication) (WEL-75A)

Welding 2 (Structural Welding and Fabrication) (WEL-65A)

**Temecula Valley Unified School District**

American Sign Language 1 and 2 (ASL-1)

American Sign Language 3 and 4 (ASL-2)

Digital Photography 1A/1B (PHO-20)

## **CAREER AND TECHNICAL EDUCATION PROGRAMS**

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Riverside City College offers Associate of Science Degrees and certificate programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate of Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a “C” grade or better. All certificate courses 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 in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

### **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.

### **Career and Technical Education Program Maps**

The Career and Technical Education Program Maps are designed to provide students with the most direct route to certificate and degree completion. Each certificate pattern references the classes that are required, and references when the classes are normally scheduled. Each map provides a period of time a full time student can anticipate completing the certificate or degree. For students who attend part-time, please see a counselor. Please note that the scheduling patterns may be modified based on student need.

### **Associate of Science Degree**

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

### **State-Approved Certificate (*Certificate of Achievement*)**

The state-approved certificate consists of coursework totaling 16 units or more (sometimes 8 units or more) completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

### **Locally-Approved Certificate (*Certificate of Career Preparation*)**

The locally-approved certificate consists of coursework totaling between 4 to 15 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.

**CERTIFICATE AND DEGREE CHART**

<b>Area of Emphasis Associate Degrees</b>	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
Administration & Information Systems	MAA494*/B*/C*	NAA494*/B*/C*	AA494*/B*/C*
American Studies	MAA492*/B*/C*		AA492*/B*/C*
Communications, Media & Languages	MAA495*/B*/C*	NAA495*/B*/C*	AA495*/B*/C*
Fine & Applied Arts	MAA496*/B*/C*	NAA496*/B*/C*	AA496*/B*/C*
Humanities, Philosophy & Arts	MAA497*/B*/C*	NAA497*/B*/C*	AA497*/B*/C*
Kinesiology, Health and Wellness	MAA498*/B*/C*	NAA498*/B*/C*	AA498*/B*/C*
Math and Science	MAS493*/B*/C*	NAS493*/B*/C*	AS493*/B*/C*
Social & Behavioral Studies	MAA499*/B*/C*	NAA499*/B*/C*	AA499*/B*/C*

<b>Associate Degree for Transfer</b>	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>ADMINISTRATION OF JUSTICE</b>			
With CSUGE pattern	MAS642*	NAS642*	AS642*
With IGETC pattern	MAS643*	NAS643*	AS643*
<b>ANTHROPOLOGY</b>			
With CSUGE pattern	MAA616*	NAA616*	AA616*
With IGETC pattern	MAA618*	NAA618*	AA618*
<b>ART HISTORY</b>			
With CSUGE pattern	MAA742*	NAA742*	AA742*
With IGETC pattern	MAA743*	NAA743*	AA743*
<b>BIOLOGY</b>			
With CSUGE pattern	MAS767	NAS767	AS767
With IGETC pattern	MAS768	NAS768	AS768
<b>BUSINESS ADMINISTRATION 2.0</b>			
With CSUGE pattern	MAS1001	NAS1001	AS1001
With IGETC pattern	MAS1002	NAS1002	AS1002
<b>CHEMISTRY</b>			
With IGETC pattern		NAS769	AS769
<b>CHILD AND ADOLESCENT DEVELOPMENT</b>			
With CSUGE pattern		NAA885*	AA885*
With IGETC pattern		NAA886*	AA886*
<b>COMMUNICATION STUDIES</b>			
With CSUGE pattern	MAA587*	NAA587*	AA587*
With IGETC pattern	MAA588*	NAA588*	AA588*

<b>Associate Degree for Transfer</b>	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>COMPUTER SCIENCE</b>			
With IGETC pattern	MAS650*	NAS650*	AS650*
<b>EARLY CHILDHOOD EDUCATION</b>			
With CSUGE pattern	MAS529*	NAS529*	AS529*
With IGETC pattern	MAS530*	NAS530*	AS530*
<b>ECONOMICS</b>			
With CSUGE pattern			AA756*
With IGETC pattern			AA757*
<b>ELEMENTARY TEACHER EDUCATION</b>			
With CSUGE pattern			AA887*
With IGETC pattern			AA888*
<b>ENGLISH</b>			
With CSUGE pattern	MAA648*	NAA648*	AA648*
With IGETC pattern	MAA649*	NAA649*	AA649*
<b>ENVIRONMENTAL SCIENCE</b>			
With IGETC pattern		NAS893	AS893
<b>FILM, TELEVISION, AND ELECTRONIC MEDIA</b>			
With CSUGE pattern			AS993
With IGETC pattern			AS994
<b>GEOGRAPHY</b>			
With CSUGE pattern	MAA758*		AA758*
With IGETC pattern	MAA759*		AA759*
<b>GEOLOGY</b>			
With CSUGE pattern			AS941
With IGETC pattern			AS942
<b>HISTORY</b>			
With CSUGE pattern	MAA744*	NAA744*	AA744*
With IGETC pattern	MAA745*	NAA745*	AA745*
<b>JOURNALISM</b>			
With CSUGE pattern	MAA670		AA670
With IGETC pattern	MAA671		AA671
<b>KINESIOLOGY</b>			
With CSUGE pattern	MAA890	NAA890	AA890
With IGETC pattern	MAA891	NAA891	AA891
<b>LAW, PUBLIC POLICY, AND SOCIETY</b>			
With CSUGE pattern			AA1007
With IGETC pattern			AA1008

<b>Associate Degree for Transfer</b>	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>MATHEMATICS</b>			
With CSUGE pattern	MAS719	MAS719*	AS719
With IGETC pattern	MAS720	NAS720*	AS720
<b>MUSIC</b>			
With CSUGE pattern	MAA704	NAA704	AA704
With IGETC pattern	MAA705	NAA705	AA705
<b>NUTRITION AND DIETETICS</b>			
With CSUGE pattern			AS907
With IGETC pattern			AS909
<b>PHILOSOPHY</b>			
With CSUGE pattern	MAA715*	NAA715*	AA715*
With IGETC pattern	MAA717*	NAA717*	AA717*
<b>PHYSICS</b>			
With CSUGE pattern		NAS638*	AS638*
With IGETC pattern		NAS640*	AS640*
<b>POLITICAL SCIENCE</b>			
With CSUGE pattern	MAA754*	NAA754*	AA754*
With IGETC pattern	MAA755*	NAA755*	AA755*
<b>PSYCHOLOGY</b>			
With CSUGE pattern	MAA566*	NAA566*	AA566*
With IGETC pattern	MAA568*	NAA568*	AA568*
<b>SOCIAL JUSTICE STUDIES</b>			
With CSUGE pattern		NAA1003	AA1003
With IGETC pattern		NAA1004	AA1004
<b>SOCIAL JUSTICE STUDIES: GENDER STUDIES</b>			
With CSUGE pattern			AA1005
With IGETC pattern			AA1006
<b>SOCIOLOGY</b>			
With CSUGE pattern	MAA695*	NAA695*	AA695*
With IGETC pattern	MAA696*	NAA696*	AA696*
<b>SPANISH</b>			
With CSUGE pattern	MAA707*	NAA707*	AA707*
With IGETC pattern	MAA708*	NAA708*	AA708*
<b>STUDIO ARTS</b>			
With CSUGE pattern	MAA693	NAA693*	AA693
With IGETC pattern	MAA694	NAA694*	AA694

Associate Degree for Transfer	Moreno Valley	Norco	Riverside
<b>THEATRE ARTS</b>			
With CSUGE pattern			AA747
With IGETC pattern			AA748

\*50% or more of the certificate/degree may be completed online. For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at: <http://academic.rccd.edu/gainfulemployment/DegreeEntry>

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Administration of Justice</b>						
Administration of Justice		•	•	MAS504*/B*/ C*MCE504	NAS504*/B*/ C*NCE504	AS504*B*/C* CE504
Administration of Justice/ Basic Correctional Deputy Academy		•		MCE923		
Administration of Justice/ Basic Public Safety Dispatch		•		MCE940		
Administration of Justice/ Corrections			•	MAS932*/B*/C*		
Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive		•	•	MAS931/B/C MCE931		
Administration of Justice/Law Enforcement Basic Peace Officer Modular Academy		•	•	MAS922/B/C MCE922		
Corrections		•				CE943*
Crime and Intelligence Analysis		•	•	MAS1013/B/C/ MCE1013		
Crime Scene Investigation	•				NCE619*	CE619*
Digital Forensic Investigation		•				CE1027*
Investigative Technician		•				CE980*
<b>Air Conditioning and Refrigeration</b>						
Building Automation Control		•				CE944
Building Energy Systems Professional in HVAC Technology			•			AS945/B/C
HVAC Commercial Technology		•	•			AS946/B/C CE946
HVAC Residential Technology		•	•			AS947/B/C CE947
Residential Installation		•				CE948
<b>American Sign Language</b>						
Sign Language Interpreting		•	•			AS505/B/C CE505
<b>Applied Digital Media and Printing</b>						
Basic Graphic Communication		•				CE949
Basic Graphic Design		•		MCE939*		CE939
Graphic Design and Digital Media		•	•			AS950/B/C CE950
Graphic Design and Printing		•	•			AS653/B/C CE653



<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
Electronic Publishing and Design		•				CE951
Motion Graphics and 3D Animation		•				CE952
<b>Architecture</b>						
Architectural Graphics	•				NAS983*/B*/C* NCE983*	
Essential 3D Tour	•				NCE1020	
Essential Revit	•				NCE1023	
<b>Art</b>						
Animation		•				CE973
Visual Communications - Illustration		•				CE997
<b>Automotive Technology</b>						
Automotive Collision Repair		•	•			AS953/B/C CE953
Automotive - Electrical and Electronics Specialist		•	•			AS991/B/C CE991
Automotive Hybrid and Electric Vehicle		•	•			AS954/B/CCE954
Automotive- Power Train Specialist		•	•			AS990/B/C CE990
Automotive Trim and Upholstery		•	•			AS516/B/CCE516
Automotive Refinishing and Paint		•	•			AS955/B/CCE955
Automotive Technology - Engine Performance Specialist		•	•			AS974/B/C CE974
Automotive Technology- Undercar Specialist		•	•			AS975/B/C CE975
<b>Biology</b>						
California Naturalist	•				NCE894	
Sustainability in Economics and Society			•			AA1034/B/C*
Sustainability in Science and Technology			•			AA1035/B/C*
<b>Business Administration</b>						
Business Administration: Accounting Concentration		•	•	MAS523*/B*/C* MCE523*	NAS523*/B*/C* NCE523*	AS523*/B*/C* CE523*
Business Administration: General Business Concentration		•	•	MAS524*/B*/C* MCE524*	NAS524*/B*/C* NCE524*	AS524*/B*/C* CE524*

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
Business Administration: Global Enterprise Concentration		•	•			AS1036*/B*/C/ CE1036*
Business Administration: Human Resources Concentration		•	•			AS623*/B*/C* CE623*
Business Administration: Logistics Management Concentration		•	•		NAS580*/B*/C* NCE580*	
Business Administration: Management Concentration		•	•	MAS521*/B*/C* MCE521*	NAS521*/B*/C* NCE521*	AS521*/B*/C* CE521*
Business Administration: Marketing Concentration		•	•	MAS525*/B*/C* MCE525*		AS525*/B*/C* CE525*
Business Administration: Real Estate Concentration		•	•	MAS527*/B*/C* MCE527*	NAS527*/B*/C* NCE527*	AS527*/B*/C* CE527*
General Business	•					CE878*
Gig Economy	•					CE872*
Global Industry		•				CE1042
Human Resources	•					CE868*
Industry Marketing		•				CE1043
Management	•					CE877*
Project Management Professional		•		MCE984		
Real Estate Practice	•					CE873*
Real Estate Salesperson and Transaction	•				NCE854*	CE869*
Registered and Small Business Income Tax Preparer	•				NCE858*	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>Community Interpretation</b>						
Community Interpretation		•	•	MAS557/B/C MCE557		
<b>Computer Applications &amp; Office Technology</b>						
Administrative Office Professional	•					CE637*
Business Information Worker		•	•		NAS522*/B*/C* NCE522*	
Business Information Worker		•		MCE522*		CE522*
Executive Office Management		•	•			AS639*/B*/C* CE639

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Medical Secretary		•				CE1029*
<b>Computer Information Systems</b>						
Amazon Web Services (AWS) Cloud Computing		•				CE957*
C++ Programming	•				NCE803*	
C++ Programming		•				CE971*
CISCO Networking		•				CE920*
Computer Applications		•	•	MAS726*/B*/C* MCE726*		
Computer Programming		•	•	MAS728*/B*/C* MCE728*	NAS728*/B*/C* NCE728*	AS728*/B*/C* CE728*
Cyber Defense			•			AS969*/B*/C*
Data Analytics		•		MCE1009		
Data Science			•	MAS1011/B/C		
Graphic Design		•	•		NAS647*/B*/C* NCE647*	
Information Assurance Auditing		•		MCE896*		
Information Security and Cyber Defense		•				CE740*
Information Technology		•		MCE958*		CE958
Information Technology (IT) Cybersecurity			•	MAS1012/B/C		
IT Project Management		•		MCE1010		
IT Technician Pathway: Cybersecurity Analyst		•		MCE985*		
IT Technician Pathway: Cybersecurity Specialist		•		MCE936*		
IT Technician Pathway: Cybersecurity Healthcare Specialist		•		MCE986*		
IT Technician Pathway: IT Systems Specialist		•		MCE937*		
IT Systems Support and Sales		•		MCE905*		CE905*
Java Programming	•				NCE809*	
Java Programming		•				CE742*
Python Programming		•		MCE938*		

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
Simulation and Gaming: Game Art		•	•	MAS739*/B*/C* CE739*		
Web Master: Web Designer		•		MCE933*		CE933*
Web Master: Web Developer		•		MCE934*		CE934*
<b>Construction Technology</b>						
Construction Management		•	•		NAS906/B/C NCE906	
Construction Technology		•	•		NAS532/B/C NCE532	
<b>Cosmetology</b>						
Barbering Concepts		•				CE959
Cosmetology		•	•			AS534/B/C CE534
Cosmetology Business Administration: Entrepreneurial Concentration		•	•			AS537*/B*/C* CE537*
Cosmetology Business Administration: Management and Supervision Concentration		•	•			AS535*/B*/C* CE535*
Cosmetology Concepts		•				CE960
Cosmetology: Instructor Training		•				CE1046
Esthetician		•				CE674
Esthetician Concepts		•				CE961
Hairstyling Concepts		•				CE962
Manicuring Concepts		•				CE963
<b>Culinary Arts</b>						
Baking and Pastry		•	•			AS909/B/C CE909
Cake Decorating		•				CE1025
Culinary Arts		•	•			AS561/B/C CE561
Foundational Culinary Arts		•				CE1028
<b>Dance</b>						
Dance			•			AA976/B/C
Pilate's Dance/Conditioning Instructor		•				CE981
<b>Dental Assistant</b>						
Dental Assistant		•	•	MAS621/B/C CE621		

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Dental Hygiene</b>						
Dental Hygiene			•	MAS724/B/C		
<b>Drafting Technology</b>						
Drafting Technology		•	•		NAS539*/B*/C* NCE539*	
Essential CAD	•				NCE1021	
Essential Fusion 360	•				NCE1022	
Essential SolidWorks	•				NCE1024	
<b>Early Childhood Education</b>						
Early Childhood Education		•	•	MAS544*/B*/C* MCE544*	NAS544*/B*/C* NCE544*	AS544*/B*/C* CE544*
Early Childhood Intervention Assistant		•	•	MAS601*/B*/C* MCE601*	NAS601*/B*/C* NCE601*	AS601*/B*/C* CE601*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Infant and Toddler Specialization	•			MCE681*		CE681*
<b>Education</b>						
Education, Human Development and Special Needs			•			AA881C*
Educational Paraprofessional		•	•	MAS603*/B*/C* MCE603*		AS603*/B*/C* CE603*
<b>Electrical/Electronics</b>						
Digital Electronics		•	•		NAS656/B/C NCE656	
Electrician		•	•		NAS766/B/C NCE766	
Electrician Apprenticeship		•	•		NAS485/B/C NCE485	
Green Technician	•				NCE856	
Sound and Communication Systems Installer Apprenticeship		•	•		NAS644/B/C NCE644	
<b>Emergency Medical Services</b>						
Emergency Medical Technician		•		MCE935		
Paramedic		•	•	MAS585*/B*/C* MCE585*		

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Energy Systems Technology</b>						
Building Inspection Technology		•				CE964*
Zero Net Energy		•				CE965*
<b>Engineering Technology</b>						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763 NAS764 (CSUGE) NAS765 (IGETC)	
<b>English As A Second Language</b>						
English As A Second Language	•			MCE866*		
<b>Entrepreneurship</b>						
Entrepreneurship		•	•			AS531*/B*/C*
Entrepreneurship	•					CE874*
Entrepreneurial Essentials		•		MCE977*	NCE977*	CE977*
Entrepreneurial Foundations		•		MCE978*	NCE978*	CE978*
Entrepreneurship and the Team		•		MCE979*	NCE979*	CE979*
Entrepreneurship: Getting Started		•			NCE861*	
Entrepreneurship: Legal and Finance					NCE864*	
<b>Film, Television and Video</b>						
Basic Television Production		•				CE996
Production Specialist		•	•			AS641/B/C/ CE641
<b>Fire Technology</b>						
Fire Technology		•	•	MAS555*/B*/C* MCE555*		
Firefighter Academic		•	•	MAS669/B/C MCE669		
Fire Service Leadership		•	•	MAS895/B/C MCE895		

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Game Development</b>						
3D Game Modeling and Animation		•	•		NAS972*/B*/C* NCE972*	
Game Concept Art		•	•		NAS971*/B*/C* NCE971*	
Game Design		•	•		NAS685*/B*/C* NCE685*	
Game Development Core		•	•		NAS970*/B*/C* NCE970*	
Game Programming		•	•		NAS691*/B*/C* NCE691*	
<b>Homeland Security</b>						
Emergency Management and Homeland Security		•	•	MAS1014/B/C/ MCE1014		
Emergency Management and Homeland Security - Cybersecurity		•	•	MAS1015/B/C/ MCE1015		
Emergency Management and Homeland Security - Emergency Medical Services		•	•	MAS1016/B/C/ MCE1016		
Emergency Management and Homeland Security - Fire Technology		•	•	MAS1017/B/C/ MCE1017		
Emergency Management and Homeland Security - Law Enforcement		•	•	MAS1018/B/C/ MCE1018		
Emergency Management and Homeland Security - Leadership		•	•	MAS1019/B/C/ MCE1019		
<b>Kinesiology/Exercise, Sport &amp; Wellness</b>						
Athletic Training Emphasis		•	•			AS597/B/C CE597
Coaching Emphasis		•	•			AS599/B/C CE599
Fitness Professionals		•		MCE989		
Fitness Professions Emphasis		•	•			AS595/B/C CE595
<b>Logistics Management</b>						
Logistics Management		•	•		NAS579*/B*/C* NCE579*	

<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Manufacturing Technology</b>						
Computer Numerical Control Programming		•	•		NAS655/B/C NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE966	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/B/C NCE771	
Industrial Automation		•	•		NAS737/B/C NCE737	
Manufacturing Technician I		•			NCE968	
Manufacturing Technician II		•	•		NAS967/B/C NCE967	
<b>Medical Assisting</b>						
Admin/Clinical Medical Assisting		•	•	MAS718*/B*/C* MCE718*		
Transcriptionist/Health Documentation Specialist		•	•	MAS1040*/B*/C* MCE1040		
<b>Music</b>						
Music			•	MAA564/B/C	NAA564/B/C	AA680/B/C
Jazz Performance		•				CE926
Guitar Performance		•		MCE930*		
Music Performance		•				CE927
Music Technology		•				CE928
Piano Performance		•				CE925
<b>Music Industry Studies</b>						
Music Industry Studies: Audio Production		•	•		NAS684*/B*/C* NCE684	
Music Industry Studies: Performance		•	•		NAA645/B/C NCE645	
<b>Nursing</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS921/B/C
Vocational Nursing		•	•			AS588/B/C CE588
<b>Paralegal Studies</b>						
Paralegal Studies			•			AS591*/B*/C*



<b>CERTIFICATES and DEGREES</b>	Locally Approved Cert.	State Approved Cert.	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Photography</b>						
Crime Scene Photography Essentials		•				CE1026
Entrepreneurial Photography		•	•			AS1037*/B/C/ CE1037*
Photography		•	•			AS592/B/C CE592
Photojournalism Essentials		•				CE1030*
Professional Photography Essentials		•				CE1031*
Speical Event Photography Essentials		•				CE1032
<b>Retail Management /WAFC</b>						
Retail Management/WAFC		•	•		NAS536*/B*/C* NCE536*	
<b>Social Work, Human Services &amp; Counseling Practices</b>						
Behavioral Therapist		•		MCE1044*		
Careers in Social Work		•		MCE898*		
Child Welfare & Family Studies		•		MCE1038*		
Drug and Alcohol Studies		•		MCE1045*		
Employment Support Specialization	•			MCE802*		
Military Social Work		•		MCE903*		
Multicultural Counseling & Advocacy Resources		•		MCE1039*		
Social Justice Systems Studies		•		MCE988*		
Social Work, Human Services & Counseling Practices		•	•	MAS987*/B*/ C*/MCE987*		
Social Work Administration Studies		•		MCE917*		
<b>Supply Chain Automation</b>						
Supply Chain Automation		•	•		NAS924/B/C NCE924	
<b>Theatre</b>						
Musical Theatre		•				CE915
Technical Theatre		•				CE914

<b>CERTIFICATES and DEGREES</b>	<b>Locally Approved Cert.</b>	<b>State Approved Cert.</b>	<b>Associate Degree</b>	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Welding Technology</b>						
Welding Technology		•	•			AS606/B/C CE606
Pipe Welding		•				CE982
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

\*50% or more of the certificate/degree may be completed online

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at <http://academic.rccd.edu/gainfulemployment/>

<b>NON-CREDIT CERTIFICATES</b>	Certificate of Completion	Certificate of Competency	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Applied Digital Media</b>					
Graphic Design and Promotional Printing Entrepreneur	•				CC8042
<b>Automotive Technology</b>					
ASE Engine Performance and Electric Specialist	•				CC8022
ASE Powertrain Specialist	•				CC8023
ASE Undercar Specialist	•				CC8024
<b>Business Administration</b>					
Accounting Basics for Small Business	•		MCC8009*	NCC8009*	CC8009*
Business Skills Bootcamp	•				CC8005*
Gig: Solopreneurs Adventure	•				CC8004*
Non-Credit Global Industry	•				CC8040
<b>Computer Applications and Office Technology</b>					
Business Information Worker Essential Preparation: Workplace Communication	•		MCC8029*		CC8029*
Business Information Worker Essential Preparation: Workplace Decision Making and Time Management	•		MCC8030*		CC8030*
Business Skills - MOSPrep: Microsoft Office Specialist	•		MCC8001*		CC8001*
<b>Computer Information Systems</b>					
Coding Prep	•		MCC8010*		CC8010*
Computer Maintenance and Security	•		MCC8006*		
Information Systems: Cyber-Skills	•				CC8002*
Internet of Things (IOT): Embedded Systems and Microcontrollers	•		MCC8018*		
Introduction to Python Programming	•				CC8003*
Operating Systems and Internet Literacy	•		MCC8008		
Remote Work Productivity Essentials	•				CC8041
<b>Culinary Arts</b>					
Food Service Career and Certification Preparation	•				CC8025
Math Skills for the Professional Baker	•				CC8026

<b>NON-CREDIT CERTIFICATES</b>	Certificate of Completion	Certificate of Competency	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>Early Childhood Education</b>					
English and Reading Support		•			CC8032
<b>English</b>					
English and Reading Support		•			CC8032
<b>English As A Second Language</b>					
Advanced American College English		•	MCC8027*	NCC8027*	CC8027*
Beginning American College English		•	MCC8028*	NCC8028*	CC8028*
Introduction to Basic Computer and IT Careers for ESL Students	•		MCC8034*		CC8034*
Introduction to Education Professional for ESL Students		•	MCC8007*		
<b>Entrepreneurship</b>					
Non-credit - Entrepreneurial Essentials	•		MCC8035*	NCC8035*	CC8035*
Non-credit -Entrepreneurial Foundations	•		MCC8036*	NCC8036*	CC8036*
Non-credit -Entrepreneurship and the Team	•		MCC8037*	NCC8037*	CC8037*
Social Media for Business	•		MCC8011*	NCC8011*	CC8011*
<b>Guidance</b>					
College Career Readiness and Student Educational Planning	•		MCC8020		CC8020
College Student Success	•		MCC8021		CC8021
<b>Manufacturing Technology</b>					
Computerized Numerical Control Operator	•			NCC8019	
Industrial Automation	•			NCC8039	
<b>Professional Development Studies</b>					
Customer Relations	•		MCC8012*	NCC8012*	CC8012*
Emerging Leaders	•		MCC8013*	NCC8013*	CC8013*
Enterprise Communication	•		MCC8014*	NCC8014*	CC8014*
Financial Literacy	•		MCC8015*	NCC8015*	CC8015*
Sales Techniques	•		MCC8016*	NCC8016*	CC8016*
Successful Career Transitions	•		MCC8038*	NCC8038*	CC8038*
Workplace Essentials	•		MCC8017*	NCC8017*	CC8017*

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**CERTIFICATE AND DEGREE CHART**

Location	Program & Program Code	State Approved Certificates	Associate Degree
<b>Moreno Valley College</b>			
Ben Clark Training Center	Administration of Justice - MAS504*/MAS504B*/MAS504C*/MCE504*	◆	◆
	AOJ/Basic Correctional Deputy Academy - MCE923	◆	
	AOJ/Basic Public Safety Dispatch - MCE940	◆	
	AOJ/Corrections - MAS932*/MAS932B*/MAS932C*		◆
	AOJ/Law Enforcement Basic Peace Officer Academy Intensive - MAS931/ MAS931B/MAS931C/MCE931	◆	◆
	AOJ/Law Enforcement Basic Peace Officer Modular Academy - MAS922/ MAS922B/MAS922C/MCE922	◆	◆
	Chief Officer - MAS826/MAS826B/MAS826C/MCE826	◆	◆
	Crime and Intelligence Analysis - MAS1013/MAS1013B/MAS1013C/MCE1013	◆	◆
	Emergency Management and Homeland Security - MAS1014/MAS1014B/MAS1014C/MCE1014	◆	◆
	Emergency Management and Homeland Security – Cybersecurity - MAS1015/MAS1015B/MAS1015C/MCE1015	◆	◆
	Emergency Management and Homeland Security – Emergency Medical Services - MAS1016/MAS1016B/MAS1016C/MCE1016	◆	◆
	Emergency Management and Homeland Security – Fire Technology - MAS1017/MAS1017B/MAS1017C/MCE1017	◆	◆
	Management and Homeland Security – Law Enforcement - MAS1018/MAS1018B/MAS1018C/MCE1018	◆	◆
	Emergency Management and Homeland Security – Leadership - MAS1019/MAS1019B/MAS1019C/MCE1019	◆	◆
	Emergency Medical Technician - MCE935	◆	◆
	Fire Officer - MAS827/MAS827B/MAS827C/MCE827	◆	◆
	Fire Technology - MAS555*/MAS555B*/MAS555C*/MCE555*	◆	◆
	Fire Service Leadership - MAS895/MAS895B/MAS895C/MCE895	◆	◆
	Firefighter Academy - MAS669/MAS669B/MAS669C/MCE669	◆	◆
	Paramedic - MAS585*/MAS585B*/MAS585C*/MCE585*	◆	◆

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## ADMINISTRATION OF JUSTICE

### ADMINISTRATION OF JUSTICE (MR) AS504/ AS504B/AS504C/CE504

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

Required Courses (27 units)		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 of Science Degree

The Associate of Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### CORRECTIONS (R) CE943

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate in Corrections provides students with the knowledge and exposure to the legal considerations and best practices of correctional administration while also preparing students to the fundamental professional principles within the field of corrections. Students pursuing this certificate will be introduced and exposed to the history of correctional systems in the United States along with the current system and the needs of the future within community corrections. Students will learn and demonstrate proficiency in the legal aspects of the correctional system and obtain a working knowledge required of professionals looking for entry-level positions within the corrections field.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate comprehensive knowledge of the history and trends of the correctional system in the United States and describe the relationship between corrections and other components of the judicial system.
- Analyze and describe the legal issues, specific laws, and general operations of correctional institutions.
- Describe the differences between adult, juvenile, probation, and parole corrections systems.
- Identify, understand, and demonstrate inmate processing procedures including receiving, discharge, and classification processes.
- Identify the legal considerations of correctional systems and the demonstrate knowledge of the rights of individuals within correctional systems.
- Demonstrate professional best practices in methods of professional communications, interviewing and de-escalation techniques.
- Identify, understand, and demonstrate appropriate and professional written communication skills.

Required Courses (16 Units)		Units
ADJ-20	Introduction to Corrections	3
ADJ-21	Control & Supervision in Corrections	3
ADJ-22	Legal Aspects of Corrections	3
ADJ-25	Introduction to Probation & Parole	3
ENG-1A	English Composition	4

### CRIME SCENE INVESTIGATION (NR) CE1041

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate is designed to provide a strong academic and skill-building pattern of coursework to prepare participants to enter the professional field with academic and technical knowledge and skill in the forensic and criminal investigative techniques used within crime scene investigations. The successful participant will gain sufficient skill and understanding of criminal investigative procedure, criminal and procedural law, legal aspects of evidence, criminalistics and forensic science, criminal investigations, professional communications and criminal justice report writing and legal analysis, and proper forensic evidence collection and handling procedures.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate advanced knowledge in the components of criminal law and the criminal justice system.
- Understand, analyze, and demonstrate advanced knowledge in Constitutional criminal law, civil rights,

and the rules and legal aspects of criminal investigations, including rules of evidence, criminal procedure, and related case law.

- Demonstrate a proficient level of knowledge in evidence identification, collection, preservation, handling, custody, and chain of custody.
- Understand, analyze, and demonstrate a proficient skillset in professional communication, written and verbal, to meet industry needs for criminal justice professionals.
- Understand basic and intermediate forensic science principles and techniques and the relationship between proper field work and scientific analysis.

Required Courses (21 units)		Units
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-3	Concepts of Criminal Law	3
ADJ-12	Criminalistics	3
ADJ-13	Criminal Investigation	3
ADJ-14	Advanced Criminal Investigation	3
ADJ/PHO-27	Forensic & Crime Scene Photography	3
Elective Courses (3 units)		Units
ADJ-24	Interviewing & Interrogation	3
ADJ-31	Cybercrime & Digital Forensics	3
CIS-27A	Computer Forensics Fundamentals	3

## DIGITAL FORENSIC INVESTIGATIONS (R) CE1027

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate is designed to provide a basic introductory pattern of coursework to prepare participants to enter the professional field with academic and technical knowledge and skill in criminal investigations involving the collection and analysis of digital evidence. The successful participant will gain sufficient skill and understanding of criminal investigative procedure, criminal and procedural law, legal aspects of evidence and cybercrime, how digital machines and data are used in criminal actions, and proper evidence collection and handling procedures.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand, analyze, and demonstrate a proficient level of knowledge in criminal law, criminal procedure, Constitutional criminal law, rules of evidence, and chain of custody issues both general to criminal investigations and specific to digital evidence.
- Demonstrate technique and skill in basic evidence identification, collection, handling, packaging, storage, and analysis, with a specific focus in digital hardware and data.
- Understand and demonstrate a proficient skillset and knowledge in basic operating systems, including Windows and Mac OS systems.

- Understand and demonstrate a proficient skillset and knowledge in forensic digital analysis software programs and platforms.

Required Courses (18 Units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-21	Introduction to Operating Systems	3
CIS-27A	Computer Forensics Fundamentals	3
ADJ-2	Principles & Procedures of the Justice System	3
ADJ-13	Criminal Investigation	3
ADJ-31	Cybercrime & Digital Forensics	3

## INVESTIGATIVE TECHNICIAN (R) CE980

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate is designed to offer a basic pattern of coursework that will prepare the participant to enter the professional fields of criminal and forensic investigations or evidence/property technician roles at an assistant level. The successful participant will gain sufficient skills and understanding of criminal investigative procedures to assist professionals in all areas of the criminal justice system to properly identify, gather, analyze, prepare, store, and present evidence in criminal matters, including law enforcement agencies, district attorney offices, criminal law offices, and private or commercial investigative agencies.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate a basic knowledge of the principle components of criminal law and the criminal justice system.
- Understand the comprehensive structure of the criminal justice system from the beginning of an investigation through arrest, booking, pre-trial process, trial, and sentencing.
- Demonstrate a basic knowledge of state and federal rules of evidence.
- Demonstrate a basic knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate an advanced knowledge of specialized criminal investigation techniques.
- Demonstrate the ability to utilize professional and multicultural communication strategies within criminal justice, including interviewing skills.
- Demonstrate the ability to properly write official reports related to the collection, preservation, and presentation of crime scene evidence.

Required Courses (22 units)		Units
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-13	Criminal Investigation	3
ADJ-14	Advanced Criminal Investigation	3
ADJ-24	Interviewing and Interrogation	3
ENG-1A	English Composition	4

## AIR CONDITIONING AND REFRIGERATION (HVAC)

### BUILDING ENERGY SYSTEMS PROFESSIONAL IN HVAC TECHNOLOGY (R) AS945/B/C

This program offers the students the opportunity to learn the academic, occupational, communication, and technical training skills needed by entry level technicians in the residential and commercial Heating, Ventilating, and Air Conditioning (HVAC) industry. Students completing this certificate will develop multiple skills that include real-world knowledge of: Air conditioning and refrigeration theory and application, equipment tools.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Describe multiple sustainable energy systems and how they are designed to support Zero Net Energy buildings.
- Identify the requirements for meeting energy code compliance.
- Demonstrate technical knowledge and skills needed to repair, install, service, and maintain residential and commercial HVAC systems in operating condition.
- Apply principles of mechanics, electricity, and electronics to the repair of residential commercial HVAC systems.

Required Courses (32-35 units)		Units
EST-10	Industrial Calculations	3
EST-15	Zero Net Energy Building Science	4
EST-20	California Energy Codes	3
EST-30	Architectural Blueprint Reading	3
CAT-61	Professional Office Procedures	3
EST-200	Energy Systems Technology Work Experience	1-4
Electives	Choose from the list below	15

Electives (15 units)		Units
AIR-61A	Air Conditioning & Refrigeration, I	3
AIR-64A	Air Conditioning & Refrigeration, Electricity I	3
AIR-75	HVACR System Designs	3
AIR-76	Facilities Maintenance – Chillers	3
AIR-77	Energy Conservation Methods for HVACR	3
AIR-84	Boiler and Hydronic Heating	3
AIR-90	Building Automation Fundamentals	3
EST-22	California Mechanical Codes	3

#### Associate of Science Degree

The Associate of Science Degree in Building Energy Systems Professional in HVAC Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### HVAC COMMERCIAL TECHNOLOGY (R) AS946/AS946B/AS946C/CE946

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of commercial HVAC systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and electronics as they relate to the repair of commercial HVAC systems.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate technical knowledge and skills needed to repair, install, service, and maintain commercial HVAC systems in operating condition.
- Utilize diagnostic techniques and testing equipment in the repair of commercial HVAC systems.
- Apply principles of mechanics, electricity, and electronics to the repair of commercial HVAC systems.

Required Courses: (36 units)		Units
AIR-61A	Air Conditioning & Refrigeration, I	3
AIR-61B	Air Conditioning & Refrigeration, II	3
AIR-64A	Air Conditioning & Refrigeration, Electricity I	3
AIR-64B	Air Conditioning & Refrigeration, Electricity II	3
AIR-75	HVACR System Designs	3
AIR-76	Facilities Maintenance – Chillers	3
AIR-77	Energy Conservation Methods for HVACR	3
AIR-78	Safe Refrigerant Handling & Management	3
AIR-83	All Weather Heating & Cooling Systems	3
AIR-84	Boiler and Hydronic Heating	3
AIR-90	Building Automation Fundamentals	3
EST-22	California Mechanical Codes	3

#### Associate of Science Degree

The Associate of Science Degree in HVAC Residential Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### HVAC RESIDENTIAL TECHNOLOGY (R) AS947/ AS947B/AS947C/CE947

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of air conditioning and refrigeration systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and



electronics as they relate to the repair of air conditioning and refrigeration systems

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate technical knowledge and skills needed to repair, install, service, and maintain air conditioning and refrigeration systems in operating condition.
- Utilize diagnostic techniques and testing equipment in the repair of air conditioning and refrigeration systems.
- Apply principles of mechanics, electricity, and electronics to the repair of air conditioning and refrigeration systems.

Required Courses (27units)		Units
AIR-61A	Air Conditioning & Refrigeration, I	3
AIR-61B	Air Conditioning & Refrigeration, II	3
AIR-64A	Air Conditioning & Refrigeration, Electricity I	3
AIR-64B	Air Conditioning & Refrigeration, Electricity II	3
AIR-75	HVACR System Designs	3
AIR-77	Energy Conservation Methods for HVACR	3
AIR-78	Safe Refrigerant Handling & Management	3
AIR-80	Gas Heating	3
AIR-83	All Weather Heating & Cooling Systems	3

**Associate of Science Degree**

The Associate of Science Degree in HVAC Residential Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**BUILDING AUTOMATION CONTROL (R) CE944**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program provides students with the technical knowledge and skill handling air conditioning refrigerants, proper methods of wiring controls and the ability to calculate circuit loads used in the HVAC industry. With these new skills, students will be able to obtain entry level employment as a technician or a technician’s helper in the field of HVAC automation controls or maintenance of HVAC automation control systems.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate competency in wiring a digital control system.
- Identify safety measures to be used with high pressure refrigerants.
- Explain the methods used to calculate loads using OHM’s law in series, parallel, and combination circuits.

- Obtain the skills necessary to become a technician or technician’s helper operating and maintaining a building HVAC system.

Required Courses (21 units)		Units
AIR-61A	Air Conditioning & Refrigeration, I	3
AIR-64A	Air Conditioning & Refrigeration, Electricity I	3
AIR-64B	Air Conditioning & Refrigeration, Electricity II	3
AIR-76	Facilities Maintenance – Chillers	3
AIR-90	Building Automation Fundamentals	3
AIR-91	Advanced Building Control Networks	3
AIR-92	Advanced Building Automation Networks and Programming	3

**RESIDENTIAL INSTALLATION (R) CE948**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares students with basic knowledge of the safe installation of residential and light commercial HVAC systems. Students will learn terminology and commonly used system drawings. This will prepare them for an entry level position in the HVAC field.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Define basic Architectural terminology, abbreviations, and acronyms commonly used in a set of working drawings.
- Discuss safe and efficient operation of residential HVAC and light commercial refrigeration systems.
- Safely and efficiently recover, leak check, evacuate and charge residential and light commercial a/c and refrigeration systems.

Required Courses (12 units)		Units
AIR-30	Residential Installation	3
AIR-61A	Air Conditioning and Refrigeration I	3
AIR-61B	Air Conditioning and Refrigeration II	3
AIR-78	Safe Refrigerant Handling and Maintenance	3

**AMERICAN SIGN LANGUAGE**

**SIGN LANGUAGE INTERPRETING (R) AS505/AS505B/AS505C/CE505**

This program prepares individuals to function as simultaneous and consecutive interpreters as well as translators of American Sign Language (ASL) and other signing systems employed to assist deaf and hard-of-hearing people, both voice-to-sign and sign-to-voice interpretation. This includes instruction in American Sign Language (ASL), alternative sign systems, finger spelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Produce documented completion of a total of 54 observation hours, 27 mentorship hours, and 92 practicum hours.
- Provide a completed portfolio, including, but not limited to, a resume, an introductory letter, business cards, intake form, invoice form, and Interpreter Kit.
- Demonstrate entry-level interpreting skills before an exiting panel at the end of the 4th interpreting skills class.

Required Courses (28.5 units)		Units
ASL-5	American Sign Language for Interpreters	4
ASL-10	Introduction to Sign Language Interpreting	3
ASL-11	American Sign Language Interpreting I	4.5
ASL-12	American Sign Language Interpreting II	4.5
ASL-13	American Sign Language Interpreting III	4.5
ASL-14	American Sign Language Interpreting IV/ Practicum	2
ASL-20	Ethics and Professional Standards of Interpreting	3
ASL-22	American Deaf Culture	3

**Associate of Science Degree**

The Associate of Science Degree in Sign Language Interpreting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**APPLIED DIGITAL MEDIA AND PRINTING****GRAPHIC DESIGN AND DIGITAL MEDIA (R)  
AS950/AS950B/AS950C/CE950**

This program prepares students for a wide variety of careers in graphic design and digital media production. This includes instruction in graphic design, typography, digital illustration, photo manipulation, web design, animation, motion graphics, advertising design, entertainment graphics, and production art, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience for entry into the graphic design and digital media industry.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate graphic design and layout principles consistent with the principles and elements of design.
- Analyze and explain methods and techniques to design aesthetically pleasing and effective typographic communication.
- Understand the technical differences and advantages of raster-based and vector-based images for various design outputs and digital applications.

- Create effective motion graphics designs and multimedia animations for various marketing, advertising and promotional narratives.
- Understand the technical differences and advantages of various digital, video and audio file formats in the context of graphic design and digital media.

Required Courses (33 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-62	Typography and Graphic Design	3
ADM-63A	Design for Print Publication	3
ADM-63B	Design for Electronic Publication	3
ADM-70	Project Production and Portfolio	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-71B	Adobe Photoshop, Advanced	3
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-77B	Adobe Illustrator, Advanced	3
Electives	Select 6 units from one emphasis	6

Digital Media and Production Emphasis (6 units)		Units
FTV-64A	Beginning Digital Editing Principles and Techniques	3
PHO-20	Introduction to Digital Photography	3

Motion Graphics Emphasis (6 units)		Units
ADM-67	Multimedia Animation	3
ADM-69	Motion Graphics and Special Effects with After Effects	3

Digital Animation Emphasis (6 units)		Units
ADM-68A	3D Animation with Maya I	3
AND		
ADM-68B	3D Animation with Maya II	3
OR		
ART-50A	Beginning Storyboarding	3
AND		
ART-50B	Intermediate Storyboarding	3

Digital Illustration Emphasis (6 units)		Units
ART-36A	Computer Art- Introduction	3
ART-36B	Computer Art-Intermediate	3

Web Design Emphasis (6 units)		Units
ADM-74A	Web Design	3
AND		
ADM-74B	Web Design with Dreamweaver	3
OR		
CIS-72A	Introduction to Web Page Creation	1.5
AND		
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
AND		
CIS-76B	Adobe Dreamweaver	3

**Associate of Science Degree**

The Associate of Science Degree in Graphic Design and Digital Media will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## GRAPHIC DESIGN AND PRINTING (R) AS653/AS653B/AS653C/CE653

This program prepares students for a wide variety of careers in graphic design and commercial printing. This includes instruction in graphic design, production graphics, electronic prepress, digital printing, offset printing, screen printing, finishing, bindery, and business management, using the latest equipment and software available within a live, production facility. Classes are structured to give strong academic and hands-on experience for entry into the graphic communication industry.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to communicate effectively with clients and co-workers.
- Demonstrate ethical, economic, civic, and moral responsibility.
- Compare print-focused and graphic communication techniques in successful marketing and promotional strategies, including successful elements in effective advertisement practices.
- Evaluate and assign the proper ink and substrate to a variety of printed projects.
- Calculate costs of paper and ink to offer value and alternatives to a client.
- Complete a preflight and prepress checklist and prepare a project for print.
- Demonstrate proper set-up, safe operation, and clean-up of printing press equipment.
- Demonstrate the ability to estimate costs, document materials and time spent on production, and an ability to meet deadlines.
- Create and print a project suitable for a portfolio that demonstrates effective design and proper production technique.

Required Courses (34 units)	Units
ADM-1 Introduction to Applied Digital Media	3
ADM-2A Color Systems and File Management	2
ADM-2B Prepress and Printing Substrates	2
ADM-55 Business Management for Graphic Communications	3
ADM-63A Design for Print Production	3
ADM-70 Project Production and Portfolio	3
ADM-71A Adobe Photoshop for Image Manipulation	3
ADM-77A Adobe Illustrator for Graphic Art	3
ADM-84A Screen Printing	3
ADM-85A Commercial Printing	3
Electives Select 6 units from one emphasis	6

Graphics Design Emphasis (6 units)	Units
ADM-62 Typography and Graphic Design	3
AND	
ADM-63B Design for Electronic Publication	3
OR	
ADM-71B Adobe Photoshop, Advanced	3

OR		Units
ADM-77B	Adobe Illustrator, Advanced	3
Commercial Printing Emphasis (6 units)		Units
ADM-84B	Screen Printing, Advanced	3
ADM-85B	Commercial Printing, Advanced	3
Cross Discipline Emphasis (6 units)		Units
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-74A	Web Design	3
ADM-74B	Web Design with Dreamweaver	3
ADM-200	Applied Digital Media and Printing Work Experience	1-4
ART-22	Basic Design	3
ART-23	Color Theory and Design	3
ART-36A	Computer Art- Introduction	3
ART-36B	Computer Art-Intermediate	3
FTV-64A	Beginning Digital Editing Principles and Techniques	3
MKT-40	Advertising	3
PHO-20	Introduction to Digital Photography	3

### Associate of Science Degree

The Associate of Science Degree in Graphic Design and Printing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## BASIC GRAPHIC COMMUNICATION (R) CE949

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares students for basic careers in Graphic Communication. This includes instruction in all phases of project creation and production, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into print design, production, and finishing.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create and print a project suitable for a portfolio that demonstrates effective design and proper production technique.
- Create a graphics project from concept to prepared artwork considering color model, resolution, and target market.
- Complete a preflight and prepress checklist and prepare a project for print.
- Demonstrate proper set-up, safe operation, and clean-up of printing press equipment.
- Demonstrate an ability to meet deadlines.

Required Courses (20 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-2B	Prepress and Printing Substrates	2
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
OR		
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-84A	Screen Printing	3
ADM-85A	Commercial Printing	3
Electives	Choose from list below	3
Electives (3 units)		Units
ADM-84B	Screen Printing, Advanced	3
ADM-85B	Commercial Printing, Advanced	3

## BASIC GRAPHIC DESIGN (MR) CE939

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate prepares students for a career in 2-dimensional graphic design, emphasizing layout, typography, and correct color models. Students produce real-world projects in an environment of a live, production facility with strong emphasis on deadlines and intended market, using the latest equipment and software available.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create an advertisement suitable for a portfolio that displays consistent color harmony and the effective use of the principles and elements of design.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Analyze and explain methods and techniques to design aesthetically pleasing and effective typographic communication.
- Utilize various digital image-editing tools to edit, retouch, manipulate, enhance, optimize and composite raster-based images for a broad range of graphic design and digital media usages.
- Understand the technical differences and strategical advantages of raster-based and vector-based images for various design outputs and digital applications.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-2A	Color Systems and File Management	2
ADM-62	Typography and Graphic Design	3
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3

## ELECTRONIC PUBLISHING AND DESIGN (R) CE951

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate prepares students for careers in electronic publishing and web design. This includes instruction in basic web design, page layout, vector graphics, photo manipulation, file preparation, e-publishing and interactive design, using the latest equipment and software available.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Compare and contrast legal, social and commercial policies regarding new media piracy.
- Define intellectual property and describe the basic principles of copyright legalities.
- Create and export multimedia and interactive documents using Adobe InDesign.
- Prepare, design and publish documents for specific digital devices using Adobe InDesign Design and utilize proper vector graphics using Adobe Illustrator.
- Prepare images with correct resolution appropriate for video and animation using Adobe Photoshop.
- Design and create functional web pages and websites with a professional appearance using Adobe Dreamweaver.

Required Courses (17 units)		Units
ADM-2A	Color Systems and File Management	2
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-74A	Web Design	3
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-63B	Design for Electronic Publication	3
OR		
ADM-74B	Web Design with Dreamweaver	3

## MOTION GRAPHICS AND 3D ANIMATION (R) CE952

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate prepares students for careers in multimedia graphics and computer animation. This includes instruction in photo manipulation, web animation, motion graphics, compositing, basic modeling and 3D animation using the latest equipment and software available.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Compare and contrast legal, social and commercial policies regarding new media piracy.

- Define intellectual property and describe the basic principles of copyright legalities.
- Use Adobe Flash to create animated shorts for web/TV distribution.
- Prepare images with correct resolution appropriate for video and animation using Adobe Photoshop.
- Combine and edit 2D animated sequences, and create motion graphics in video and film using Adobe AfterEffects.
- Create 3D models and environments using various techniques with Autodesk Maya
- Describe and demonstrate advanced 3D animation and keyframing.

Required Courses (17 units)		Units
ADM-2A	Color Systems and File Management	2
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71A	Adobe Photoshop for Image Manipulation	3

## APPLIED DIGITAL MEDIA AND PRINTING - NON CREDIT

### GRAPHIC DESIGN AND PROMOTIONAL PRINTING ENTREPRENEUR (R) CC8042

The certificate provides students with an understanding of the design process, Adobe Photoshop, Adobe Illustrator, and promotional printing processes. The knowledge and competencies covered in this program will enable the prospective students to function as entrepreneurs in the graphic design and promotional printing industries. This certificate also serves as a gateway into the Applied Digital Media and Printing department's more comprehensive credit programs.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Critical assessment of the design processes from conception to completion for promotional design and printing.
- Prepare branding graphics appropriate for entrepreneurial marketing and promotional printing.
- Prepare images using the correct color mode and resolution appropriate for various promotional printing applications.
- Examine different design styles and printing techniques for various entrepreneurial marketing and promotional applications.

Required Courses (64 hours)		Hours
ADM-801	Design Process for Graphic Design and Printing Entrepreneur	16
ADM-802	Adobe Illustrator for Graphic Design and Printing Entrepreneur	16

ADM-803	Adobe Photoshop for Graphic Design and Printing Entrepreneur	16
ADM-804	Promotional Printing for Graphic Design and Printing Entrepreneur	16

## ART

### ANIMATION (R) CE973

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals to communicate information, entertainment and ideas through animation and cinematic arts. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to storyboarding, directing, editing, and all aspects of animation film production.

#### Program Learning Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to apply the principles of animation and storytelling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.
- Demonstrate various experimental animation techniques in appreciation of animation as fine arts.

Required Courses (15 units)		Units
ART-40A	Figure Drawing-Introduction	3
OR		
ART-41A	Figure Painting-Introduction	3
ART-44A	Beginning Animation Principles	3
ART-50A	Beginning Storyboarding	3
ART-51A	Beginning Animation Production	3
Electives	Digital Media Electives (Choose from list below)	3

Digital Media Electives (3 units)		Units
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-36A	Computer Art-Introduction	3
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
FTV-48	Short Film Production	3
FTV-74	Production Planning and Management	3
PHO-20	Introduction to Digital Photography	3

## VISUAL COMMUNICATIONS – ILLUSTRATION (R) CE997

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Acquire skills to fuse the creative thinking and technical communication skills with a personal vision.
- Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.
- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

Required Courses (18 units)		Units
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-26	Beginning Painting	3
ART-35A	Illustration Beginning	3
OR		
ART-35B	Illustration Intermediate	3
ADM-2A	Color Systems and File Management	2
ADM-2C	Ethics and Legalities for Graphic Designers	1
Electives	Digital Media Electives (Choose from list below)	3

Digital Media Electives (3 units)		Units
ART-36A	Computer Art-Introduction	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3

## AUTOMOTIVE BODY

### AUTOMOTIVE TECHNOLOGY COLLISION REPAIR (R) AS953/AS953B/AS953C/CE953

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop entry-level skills and knowledge for employment in the automotive industry; i.e., employment in an auto body repair facility, automotive paint shop.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

Required Courses (20 units)		Units
AUB-50	Introduction to Automotive Collision Repair	4
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4
AUB-54	Automotive Structural Collision Repair and Frame	4
AUB-56	Automotive Technology for the Automotive Collision Specialist	4
Electives		4
Elective Courses: (4 units)		Units
AUB-53	Automotive Collision Repair Special Projects	4
AUB-59A	Automotive Collision Service and Repair	2
AUB-52	Automotive Refinishing and Paint	4

### Associate of Science Degree

The Associate of Science Degree in Automotive Collision Repair will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## AUTOMOTIVE REFINISHING AND PAINT (R) AS955/AS955B/AS955C/CE955

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop entry-level skills and knowledge for employment in the automotive industry; i.e., employment in an auto body repair facility, automotive paint shop.
- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

Required Courses (20 units)		Units
AUB-50	Introduction to Automotive Collision Repair	4
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4
AUB-52	Automotive Refinishing and Paint	4

AUB-55	Automotive Advanced Refinishing and Custom Paint	4
Electives	Select from list below	4

Elective Courses: (4 units) Units

AUB-53	Automotive Collision Repair Special Projects	4
AUB-59B	Automotive Refinishing Service and Repair	2
AUB-60	Automotive Trim and Upholstery I	4

### Associate of Science Degree

The Associate of Science Degree in Automotive Refinishing and Paint will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE TRIM AND UPHOLSTERY (R) AS516/AS516B/AS516C/CE516**

This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
- Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

Required Courses (20 units) Units

AUB 50	Introduction to Automotive Collision Repair	4
AUB 51	Automotive Non-Structural Collision Repair and Estimating	4
AUB-60	Automotive Trim and Upholstery, I	4
AUB-61	Automotive Trim and Upholstery, II	4
Electives	Choose from the list below	4

Elective Courses: (4 units) Units

AUB-53	Automotive Collision Repair Special Projects	4
AUB-59A	Automotive Collision Service and Repair	2
AUB-59B	Automotive Refinishing Service and Repair	2

### Associate of Science Degree

The Associate of Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **AUTOMOTIVE TECHNOLOGY**

Some Automotive Technology course numbers have changed. Please use the chart below to identify the new course number.

Former Course Number	New Course Number	New Course Title
AUT-51A	AUT-1A	Automotive Engine Repair (Upper End)
AUT-51B	AUT-1B	Automotive Engine Repair (Lower End)
AUT-52A	AUT-8A	Automotive Engine Performance 1
AUT-52B	AUT-8C	Automotive Emission Controls
AUT-53A	AUT-4A	Automotive Steering and Suspension
AUT-53B	AUT-5	Automotive Brakes
AUT-54	AUT-6A	Automotive Electrical Systems 1
AUT-55A	AUT-2	Automotive Automatic Transmissions/Transaxles
AUT-55B	AUT-3	Automotive Manual Drivetrain Systems
AUT-56	AUT-8B	Automotive Engine Performance 2
AUT-57	AUT-7	Automotive Heating and Air Conditioning
AUT-95	AUT-13A	Hybrid and Electric Vehicle Technology 1
AUT-96	AUT-13B	Advanced Hybrid and Electric Vehicle Technology

## **AUTOMOTIVE ELECTRICAL AND ELECTRONICS SPECIALIST (R) AS991/AS991B/AS991C/CE991**

The Automotive Technology - Electrical and Electronics Specialist certificate/degree prepares students to apply technical knowledge related to service, diagnosis and repair of electrical, electronic and climate control systems found on modern automobiles. Emphasis placed on diagnosis and repair of lighting, power windows/locks, driver information, climate control, and other electrically controlled systems. Climate control servicing and safe refrigerant handling are covered.

### Program Learning Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate personal and shop safety procedures needed to safely work in an automotive shop environment.
- Utilize a variety of electrical/electronic test equipment to test and diagnose electrical/electronic circuits.

- Diagnose, service, and repair electrical/electronic circuits found on modern automobiles.
- Demonstrate safe refrigerant handling practices while charging automotive air conditioning systems.

Required Courses (24 units)		Units
AUT-6A	Automotive Electrical Systems I	4
AUT-6B	Automotive Electrical Systems II	4
AUT-7	Automotive Heating and Air Conditioning	4
AUT-8A	Automotive Engine Performance I	4
AUT-8B	Automotive Engine Performance 2	4
AUT-50	Automotive Principles	4

### Associate of Science Degree

The Associate of Science Degree in Automotive Electrical and Electronics Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## AUTOMOTIVE ENGINE PERFORMANCE SPECIALIST (R) AS974/AS974B/AS974C/CE974

The Automotive Engine Performance Specialist certificate/degree prepares students to apply technical knowledge related to service, diagnosis and repair of Engine Performance and Emission Control systems found on modern automobiles. Emphasis placed on fuel injection, ignition, emission, and computer control systems. Preparation for state smog test certification is covered.

### Program Learning Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate personal and shop safety procedures needed to safely work in an automotive shop environment
- Diagnose, service and repair common fuel injection and ignition systems found on modern automobiles.
- Diagnose, service and repair computer control systems found on modern automobiles.
- Diagnose, service and repair various emission control systems found on modern automobiles.

Required Courses (20 units)		Units
AUT-6A	Automotive Electrical Systems	4
AUT-8A	Automotive Engine Performance I	4
AUT-8B	Automotive Engine Performance 2	4
AUT-8C	Automotive Emission Controls	4
AUT-50	Automotive Principles	4

### Associate of Science Degree

The Associate of Science Degree in Automotive Engine Performance Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## AUTOMOTIVE HYBRID AND ELECTRICAL VEHICLE (R) AS954/AS954B/AS954C/CE954

This program prepares students to apply technical knowledge of the service, diagnosis, and repair of modern hybrid and electric vehicles. Emphasis placed on high voltage battery packs, propulsion systems, charging systems, and related hybrid/EV control systems.

### Program Learning Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate personal and shop safety procedures needed to safely work with high voltage systems.
- Diagnose hybrid/electric vehicle control systems.
- Use a systematic, industry-standard process to troubleshoot, evaluate, and diagnose malfunctions of computer-controlled devices.
- Diagnose and repair electrical and electronic circuits.

Required Courses (23 units)		Units
AUT-50	Automotive Principles	4
AUT-6A	Automotive Electrical Systems I	
AUT-8A	Automotive Engine Performance I	4
AUT-8B	Automotive Engine Performance 2	4
AUT-13A	Introduction to Hybrid and Electric Vehicle Technology	3
AUT-13B	Advanced Hybrid and Electric Vehicle Technology	4

### Associate of Science Degree

The Associate of Science Degree in Automotive Hybrid and Electric Vehicle will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## AUTOMOTIVE POWERTRAIN SPECIALIST (R) AS990/AS990B/AS990C/CE990

The Automotive Powertrain Specialist certificate/degree prepares students to apply technical knowledge related to service, diagnosis and repair of Engine, Transmission and Drivetrain systems found on modern automobiles. Emphasis placed on engine and transmission rebuild procedures. Engine block and cylinder head machining is covered.

### Program Learning Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate personal and shop safety procedures needed to safely work in an automotive shop environment.
- Utilize common shop equipment to diagnose and repair transmissions and related control systems.
- Demonstrate the ability to perform industry standard rebuild procedures.
- Identify root cause of common engine failures



- Demonstrate ability to utilize precision measuring equipment required to properly rebuild engines and transmissions.

Required Courses (24 units)		Units
AUT-1A	Automotive Engine Repair (Upper End)	4
AUT-1B	Automotive Engine Repair (Lower End)	4
AUT-2	Automotive Automatic Transmissions/ Transaxles	4
AUT-3	Automotive Manual Drivetrain Systems	4
AUT-6A	Automotive Electrical Systems I	4
AUT-50	Automotive Principles	4

### Associate of Science Degree

The Associate of Science Degree in Automotive Powertrain Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### AUTOMOTIVE UNDERCAR SPECIALIST (R) AS975/AS975B/AS975C/CE975

The Automotive Undercar Specialist certificate/degree prepares students to apply technical knowledge related to service, diagnosis and repair of; Braking, Steering, and Suspension systems found on modern automobiles. Emphasis placed on hydraulics, wheel alignment, and vibration correction procedures. Antilock brakes, traction control, vehicle stability control, and ADAS (Advanced Driver Assistance Systems) are covered.

#### Program Learning Outcomes:

Upon successful completion of this program, students should be able to:

- Demonstrate personal and shop safety procedures needed to safely work in an automotive shop environment.
- Demonstrate the ability to diagnose, service and repair automotive suspension and steering systems using industry approved equipment.
- Demonstrate the ability to diagnose, service and repair automotive brake systems systems using industry approved equipment.
- Utilize common shop equipment to correct wheel alignment and vibration concerns.
- Demonstrate ability to test and diagnose electronic suspension, steering, and braking systems found on modern automobiles.

Required Courses (20)		Units
AUT-4A	Automotive Steering and Suspension	4
AUT-4B	Advanced Suspension and Brake System	4
AUT-5	Automotive Brakes	4
AUT-6A	Automotive Electrical Systems I	4
AUT-50	Automotive Principles	4

### Associate of Science Degree

The Associate of Science Degree in Welding Technology will be awarded upon completion of the degree requirements,

including general education and other graduation requirements as described in the college catalog

### AUTOMOTIVE TECHNOLOGY - NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### ASE ENGINE PERFORMANCE AND ELECTRIC SPECIALIST (R) CC8022

This program will prepare individuals to successfully complete the Electrical/Electronic Systems ASE (Automotive Service Excellence) test. Information covered will include electrical systems, heating and air conditioning, and engine performance. Test taking strategies will be included. (72 hours)

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Diagnose electrical faults using digital multi-meter data.
- Diagnose A/C system faults using digital multi-meter and scan tool information.
- Explain the purpose of various components found in modern fuel injection systems.

Required Courses (72 hours)		Hours
AUT-806	ASE Test Preparation – Electrical/Electronic Systems	18
AUT-807	ASE Test Preparation – Heating and Air Conditioning	18
AUT-808	ASE Test Preparation – Engine Performance	18
AUT-811	ASE Test Preparation – Advanced Engine Performance	18

### ASE POWERTRAIN SPECIALIST CC8023

This program will prepare individuals to successfully complete the Powertrain Specialist ASE (Automotive Service Excellence) test. Information covered will include engine repair, automatic transmissions, manual drive train axles and electrical systems. Test taking strategies will be included.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Determine system operation and service procedures using technical information.
- Diagnose common automatic transmission/transaxle malfunctions and determine needed repairs.
- Diagnose common drive axle malfunctions and determine needed repairs.

Required Courses (72 hours)		Hours
AUT-801	ASE Test Preparation – Engine Repair	18
AUT-802	ASE Test Preparation – Automatic Transmission/Transaxle	18

AUT-803	ASE Test Preparation – Manual Drive Train and Axle	18
AUT-806	ASE Test Preparation – Electrical/Electronic Systems	18

## ASE UNDERCAR SPECIALIST (R) CC8024

This program will prepare individuals to successfully complete the Undercar Specialist ASE (Automotive Service Excellence) tests. Information covered will include suspension, steering, brakes and electrical systems. Test taking strategies will be included. (54 hours)

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Diagnose common steering system malfunctions and determine needed repairs.
- Utilize symptom-based diagnosis to identify common brake system malfunctions.
- Utilize wiring diagrams to diagnose electrical circuit malfunctions.

Required Courses (54 Hours)		Hours
AUT-804	ASE Test Preparation – Suspension and Steering	18
AUT-805	ASE Test Preparation- Brakes	18
AUT-806	ASE Test Preparation- Electrical/Electronic Systems	18

## BIOLOGY

### SUSTAINABILITY IN ECONOMICS AND SOCIETY AA1034C

The Associate of Arts in Sustainability offers lower-division coursework that provides an introduction to issues, policies, and practices of sustainability, with an emphasis on a social or economic perspective. Students will build a foundation appropriate for entry into advanced study in sustainability including public policy, environmental justice, social research, and interdisciplinary approaches to complex environmental issues.

This degree is designed to facilitate students transferring to the University of California, Riverside with an Associate of Arts Degree in Sustainability. With this degree, the student will be prepared to enter into the Environment and Sustainability Studies B.A. program. Such a degree will typically lead to careers in environmental education, natural resource management, public policy, and sustainability planning and communication.

*Please note this degree follows the IGETC Plan C for completion.*

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Define sustainability and identify major sustainability challenges.
- Apply critical thinking skills, appropriate methodological and analytical tools, and diverse concepts of sustainable development to address sustainability challenges in a global context.
- Demonstrate an understanding of complex relationships among ecological issues, economic growth, and social justice.
- Demonstrate the ability to understand environmental changes, challenges, and solutions from a social and/or economic perspective.

Major Core Required Courses (18 units)		Units
BIO-19	Environmental Science	3
ECO-5	Economics of the Environment	3
OCE-1	Introduction to Oceanography	3
SOC-3	Social Inequality	3
PSY/SOC-48	Statistics for the Behavioral Sciences	3
SOC-50	Introduction to Social Research Methods	3

*Note: MAT 12/12H is an approved course substitution for PSY/SOC 48 and may be used to satisfy the statistics requirement. However, PSY/SOC 48 is the recommended statistics course for this program.*

### Associate of Science Degree

The Associate of Art Degree in Sustainability in Economics and Society will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### SUSTAINABILITY IN SCIENCE AND TECHNOLOGY (R) AS1035C

The Associate of Science in Sustainability offers lower-division coursework that provides an introduction to issues, policies, and practices of sustainability, with an emphasis on a scientific perspective. Students will build a foundation appropriate for entry into advanced study in sustainability including public policy, environmental justice, scientific research, and interdisciplinary approaches to complex environmental issues.

This degree is designed to facilitate students transferring to the University of California, Riverside with an Associate of Science Degree in Sustainability. With this degree, the student will be prepared to enter into the Environment and Sustainability Studies B.S. program. Such a degree will typically lead to careers in agriculture and food systems, ecological conservation and restoration, environmental research and consulting, environmental engineering, urban planning, and natural resource management.

*Please note this degree follows the IGETC Plan C for completion.*

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Define sustainability and identify major sustainability challenges.
- Apply critical thinking skills, appropriate methodological and analytical tools, and diverse concepts of sustainable development to address sustainability challenges in a global context.
- Demonstrate an understanding of complex relationships among ecological issues, economic growth, and social justice.
- Demonstrate the ability to understand environmental changes, challenges, and solutions from a scientific perspective.

Major Core Required Courses (37 units)		Units
BIO-19	Environmental Science	3
BIO-60	Introduction to Molecular and Cellular Biology	5
BIO-61	Introduction to Organismal and Population Biology	5
ECO-5	Economics of the Environment	3
MAT-12/12H	Statistics	4
OCE-1	Introduction to Oceanography	3
PHY-2A	General Physics I	4
PHY-2B	General Physics II	4
SOC-3	Social Inequality	3
SOC-50	Introduction to Social Research Methods	3

**Associate of Science Degree**

The Associate of Science Degree in Sustainability in Science and Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**BUSINESS ADMINISTRATION****BUSINESS ADMINISTRATION - ACCOUNTING CONCENTRATION (MNR) AS523/AS523B/AS523C/CE523**

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

**Total unit requirements for this concentration - 30 units:**

- Major Core Requirements: 18 units
- Concentration Requirements: 3 units
- Concentration Electives: 9 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3

OR		
CIS/CAT-3	Computer Applications for Business	3

Required for this concentration (3 units)		Units
ACC-1B	Principles of Accounting II	3

Concentration Electives - Select another 9 units		Units
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	Accounting Work Experience	1-4
BUS/MAG-47	Applied Business and Management Ethics	3

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 of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **BUSINESS ADMINISTRATION - GENERAL BUSINESS CONCENTRATION (R) AS524/ AS524B/AS524C/CE524**

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

In addition to outcomes for the Business Administration certificate, on successful completion of the General Business concentration, students should be able to:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.

- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

### Total unit requirements for this concentration - 30 units:

- Major Core Requirements: 18 units
- Concentration Electives: 12 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
OR		
CIS/CAT-3	Computer Applications for Business	3

Concentration Electives - Select another 12 units		Units
ACC-1B	Principles of Accounting II	3
OR		
ACC-38	Managerial Accounting	3
BUS-18B	Business Law II	3
BUS-40	Introduction to Global Business	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
BUS-200	Business Administration Work Experience	1-4
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3

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 of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **BUSINESS ADMINISTRATION - GLOBAL ENTERPRISE CONCENTRATION (R) AS1036/AS1036B/AS1036C/CE1036**

This program focuses on the study of business in the global setting. Individuals seeking to own a small business (online or offline) or work at a company of any size, all benefit from the knowledge of global business as business of all capacity engage in global business today. The program prepares individual with knowledge of how to participate and succeed in global business, market to consumers outside of the U.S., manage a global workforce, and participate in the growing business of global trade.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Explain the role of global business as integral function in the global economy.
- Analyze the functions of global marketing, global management, and global trade as they pertain to the basis of global business.
- Apply marketing, management, trade and general business practices within the global framework reflecting differences in country specific political, economic, legal, social, competitive, and other business environments.
- Demonstrate the importance, responsibility, and contribution to the growth of global economy and sustainability.

### **Total unit requirements for this concentration - 30 units:**

- Major Core Requirements: 18 units
- Concentration Requirements: 12 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
OR		
CIS/CAT-3	Computer Applications for Business	3
Concentration Required Courses (12 units)		Units
BUS-40	Introduction to Global Business	3
BUS-43	Global Marketing	3
BUS-46	Global Trade	3
BUS-48	Global Management	3

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 of Science Degree**

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **BUSINESS ADMINISTRATION - HUMAN RESOURCES (R) AS623/AS623B/AS623C/CE623**

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Human Resources concentration, students should be able to:

- Apply sound human resources management practices. Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

### **Total unit requirements for this concentration - 30 units:**

- Major Core Requirements: 18 units
- Concentration Requirements: 3 units
- Concentration Electives: 9 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3

BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
OR		
CIS/CAT-3	Computer Applications for Business	3

Required for this concentration (3 units)		Units
MAG-56	HRM: Human Resources Management	3

Concentration Electives - Select another 9 units		Units
MAG-51	Elements of Supervision	3
MAG-52	Employee Training and Development	3
MAG-54	HRM: Employee Labor Relations	3
MAG/BUS-70	Introduction to Organizational Behavior	3

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 of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **BUSINESS ADMINISTRATION - MANAGEMENT CONCENTRATION (MNR) AS521/AS521B/AS521C/CE521**

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

In addition to outcomes for the Business Administration certificate, on successful completion of the Management concentration, students should be able to:

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

### Total unit requirements for this concentration - 30 units:

- Major Core Requirements: 18 units
- Concentration Requirements: 3 units
- Concentration Electives: 9 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
OR		
CIS/CAT-3	Computer Applications for Business	3

Required for this concentration (3 units)		Units
MAG-44	Principles of Management	3

Concentration Electives - Select another 9 units		Units
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-48	Global Management	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MAG-60	Introduction to Hospitality Management	3
MAG-200	Management Work Experience	1-2-3-4

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 of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **BUSINESS ADMINISTRATION - MARKETING CONCENTRATION (MR) AS525/AS525B/ AS525C/CE525**

This program prepares individuals to strategize business goals into product offerings that consumer and business markets perceive as value. The program introduces the major areas of marketing including marketing management, strategy formulation, brand positioning, target market selection, consumer behavior, promotional mix, digital marketing, retail management, and sales.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies incorporating knowledge of marketing management, promotion, digital marketing, retailmanagement, and/sales.
- Develop marketing strategies reflecting business goals and the positioning of the business' brand(s).
- Design marketing strategies utilizing research and analysis of consumer decision process and consumer behavior.

**Total unit requirements for this concentration - 30 units:**

- Major Core Requirements: 18 units
- Concentration Requirements: 12 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
OR		
CIS/CAT-3	Computer Applications for Business	3

Required for this concentration (12 units)		Units
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
OR		
MKT-42	Retail Management	3
MKT-43	Digital Marketing	3

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 of Science Degree**

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**BUSINESS ADMINISTRATION - REAL ESTATE CONCENTRATION (MNR) AS527/AS527B/AS527C/CE527**

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Real Estate concentration, students should be able to:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the perspective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems. Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values. Discuss and evaluate real estate markets and trends.

**Total unit requirements for this concentration - 30 units:**

- Major Core Requirements: 18 units
- Concentration Electives: 12 units

Major Core Required Courses (18 units)		Units
ACC-1A	Principles of Accounting	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
OR		
CIS/CAT-3	Computer Applications for Business	3

Concentration Electives - Select another 12 units

Units

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	Real Estate Work Experience	1-4

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 of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### GENERAL BUSINESS CERTIFICATE (R) CE878

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. Fulfills a portion of the Associate of Science degree in Business with a Major Concentration in General Business.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations, and to determine the legal management of the various forms of laws.
- Analyze the business elements that compromise the logistics function.
- Develop and apply principles of moral judgement and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables – product, place, price, and promotion.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-48	Global Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-51	Elements of Supervision	3
MKT-20	Principles of Marketing	3

### GIG ECONOMY (R) CE872

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals for on-demand jobs that range from temporary short-term contracts for various industries.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself as a viable candidate for employment within the Gig Economy.
- Design and create a viable Business Model Canvas consisting of a value proposition, customer segments, customer relationships, channels, key partners, key activities, key resources, cost structure and revenue streams.
- Demonstrate the results-oriented ability to engage in technological platforms, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig economy.

Required Courses (9 units)		Units
BUS-14	Social Media and Online Digital Media Promotions for Entrepreneurs	3
BUS-30	Entrepreneurship: Foundations and Fundamentals	3
BUS-200	Business Administration Work Experience	3

### GLOBAL INDUSTRY (R) CE1042

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Prepares individuals to be able to understand how global business operates in the areas of management, marketing and trade. Prepares individuals for professions in the field of global business. Fulfills all the global courses required for Associates Degree in Business Administration Global Enterprise Concentration.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply knowledge in the four delineation of global business, namely principle of global business, global management, global marketing, and global trade to explain the role of global business as integral function in the global economy.
- Demonstrate the importance, responsibility, and contribution to the growth of global economy and sustainability.
- Apply knowledge to prepare for global industry certification, Certified Global Business Professional.



Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-40	Introduction to Global Business	3
BUS-43	Global Marketing	3
BUS-46	Global Trade	3
BUS-48	Global Management	3

## HUMAN RESOURCES (R) CE868

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. Fulfills a portion of the Associate of Science degree in Business with a major concentration in Human Resources.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply sound human resource management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resource management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resource Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS/MAG-47	Applied Business and Management Ethics	3
MAG-52	Employee Training Development	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3

## MANAGEMENT CERTIFICATE (R) CE877

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. Fulfills a portion of the Associate of Science Degree in Business with a Major Concentration in Management.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.
- Application of the various management and leadership skills.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-22	Management Communications	3
MAG/BUS-47	Applied Business and Management Ethics	3
BUS-48	Global Management	3
MAG-44	Management	3

## INDUSTRY MARKETING (R) CE1043

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Prepares individuals in the main areas of marketing: marketing management, digital marketing, advertising, retail management and sales. Fulfills all marketing courses required in Associates of Science Business Administration Marketing Concentration.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply knowledge in the main areas of marketing fields, including marketing management, digital marketing, advertising, retail management, sales, and business.
- Demonstrate the importance, responsibility, and legal and ethical practice of marketing.
- Apply knowledge to prepare for industry certifications in Professional Certified Marketer as well as in Digital Marketing.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
OR		
MKT-42	Retail Management	3
MKT-43	Digital Marketing	3

## REAL ESTATE PRACTICE (R) CE873

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Furthering a current real estate career path or gaining a solid understanding of the best practices in a different segment is key to demonstrating a commitment to the real estate industry and other professional real estate opportunities.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze and evaluate business principles, challenges, and opportunities as it relates to real estate.
- Discuss and evaluate real estate marketing and sales techniques.
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate market and trends.
- Explain and evaluate methods of financing real estate.
- Explain laws and procedures that apply to escrows involving the sale of California residential real estate.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
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
OR		
RLE-86	Escrow Procedures I	3

## REAL ESTATE SALESPERSON AND TRANSACTION (R) CE869

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Real Estate Salesperson and Transaction certificate prepares students to qualify for and successfully take the California Real Estate Salesperson exam. This certificate prepares students to buy, sell, lease, and to represent others to buy, sell and lease residential and commercial real estate property.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Discuss and evaluate real estate marketing and sales techniques.
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate markets and trends.

Required Courses (9 units)		Units
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3

## SMALL BUSINESS ACCOUNTING (MNR) CE859

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Perform a variety of accounting skills such as journalizing, posting, double entry accounting, record adjusting and closing entries and prepare financial statements.
- Use accounting software to prepare financial statements and to analyze and solve problems.
- Recognize the role of ethics in accounting.

Required Courses (6 units)		Units
ACC-65	Computerized Accounting	3
AND		
ACC-1A	Principles of Accounting	3
OR		
ACC/CAT-55	Applied Accounting/Bookkeeping	3

## SMALL BUSINESS PAYROLL ACCOUNTING (MNR) CE860

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Accurately apply accounting principles to computerized and manual payroll systems.

Required Courses (6 units)		Units
ACC-62	Payroll Accounting	3
AND		
ACC-1A	Principles of Accounting	3
OR		
ACC/CAT-55	Applied Accounting/Bookkeeping	3

## BUSINESS ADMINISTRATION - NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

## ACCOUNTING BASICS FOR SMALL BUSINESS (MNR) CC8009

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The Accounting Basics for Small Business Certificate provides students with an understanding of basic accounting, including QuickBooks procedures. The skills and knowledge covered in this program will enable students to get a job in the field or advance in their current career. This certificate also serves as a gateway into other noncredit and credit programs.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand the basic components of the primary financial statements - balance sheet, income statement, and cash flow statement.
- Understand the interaction between different statements and individual accounting entries.
- Apply these basic accounting concepts to a small business.
- Use the knowledge from this class as a foundation for working with an accounting software package.

Required Courses (48 hours)		Hours
ACC-801	Setting Up Quickbooks for Small Business	16
ACC-802	Monthly Procedures Using Quickbooks	16
ACC-803	Year End Procedures with Quickbooks	16

## GIG: THE SOLOPRENEURS ADVENTURE (R) CC8004

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The Gig Economy non-credit Certificate of Completion will provide students with the entrepreneurial skills necessary to successfully enter the Gig Economy, understand the elements of supplemental income (side Giggling), evaluate the initial steps to becoming a Gig Economy freelancer or independent contractor, and the fundamentals of creating an online presence that will assist in establishing the students brand as a solopreneur.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself for employment with the Gig Economy.
- Development of a professional online persona/brand used on social media websites that offer short-term contracts with the Gig Economy.
- Demonstrate the results-oriented ability to engage in technological platforms, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig Economy.

Required Courses (45 hours)		Hours
BUS-819	Business Success Seminar	27

BUS-813	Solopreneurs: Personal Finance and QuickBooks Quickstart	9
BUS-815	Business Skills: Professional Online Presence	9

## NON-CREDIT GLOBAL INDUSTRY (R) CC8040

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Prepares individuals to be able to understand how global business operates in the areas of management, marketing and trade. Prepare individuals for professions in the field of global business. Fulfills all the global courses required for Associates Degree in Business Administration Global Enterprise Concentration.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply knowledge in the four delineation of global business, namely principle of global business, global management, global marketing, and global trade to explain the role of global business as integral function in the global economy.
- Demonstrate the importance, responsibility, and contribution to the growth of global economy and sustainability.
- Apply knowledge to prepare for global industry certification, Certified Global Business Professional.

Required Courses (208 Hours)		Hours
BUS-840	Introduction to Global Business	54
BUS-843	Global Marketing	54
BUS-846	Global Trade	54
BUS-848	Global Management	54

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

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### EXECUTIVE OFFICE MANAGEMENT (R) AS639/AS639B/AS639C/CE639

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This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.

- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Required Courses (34 units)		Units
ACC/CAT-55	Applied Accounting/Bookkeeping	3
CAT-1A	Business Etiquette	1
CAT/CIS-3	Computer Applications for Business	3
CAT-30	Business English	3
CAT-31	Business Communications	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT-61	Professional Office Procedures	3
CAT-62	Records Management	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

### Associate of Science Degree

The Associate of Science Degree in Executive Office Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## ADMINISTRATIVE OFFICE PROFESSIONAL (R) CE637

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with the knowledge and skills to perform intermediate administrative clerical duties including providing administrative and clerical support to administrative staff and assisting with coordinating and implementing office procedures.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Compose, key, and properly format various types of business correspondence and reports using a computer terminal.
- Compose, key, and properly format spreadsheets, databases, and presentations using a computer terminal. Index, code, sort, and file correspondence and other business records.
- Compile and create simple statistical reports. Schedule appointments, meetings, and travel arrangements.

Required Courses (13.5 units)		Units
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CAT/CIS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-61	Professional Office Procedures	3
CAT-62	Records Management	3
CAT/CIS-98A	Introduction to Excel	1.5

## BUSINESS INFORMATION WORKER (MNR) CE522

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate computer literacy with respect to computer hardware and software applications.
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks using common formulas, data and what if scenario tools to organize and convey information.

Required Courses (19 units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-90	Microsoft Outlook	3
CAT-93	Computers for Beginners	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5

## EXECUTIVE OFFICE PROFESSIONAL (R) CE635

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives including coordinating and managing personnel and operations in business offices, as well as budget preparation, scheduling, and report preparation.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Coordinate and direct budget preparation to aid executives. Schedule appointments, plan meetings and conferences.
- Create, file, retrieve, and maintain office/corporation documents, records, and reports.
- Demonstrate an understanding of the planning, organizing, and leading controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Required Courses (13.5 units)		Units
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

**LEGAL ADMINISTRATIVE PROFESSIONAL (R) CE611**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.

Required Courses (12 units)		Units
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CAT-36A	Legal Office Procedures I	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology	3
CAT-38	Legal Word Processing and Forms	3

**MEDICAL SECRETARY (R) CE1029**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Medical Secretary Certificate of Achievement program prepares individuals to perform the duties of secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business communications, software applications, scheduling and meeting planning.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply administrative support skills, including greeting and directing visitors, answering/managing telephone messages, and communicating with staff and patients in a professional manner.
- Schedule and confirm appointments and/or consultations.
- Select the appropriate word processing, spreadsheet, database, or presentation software application(s) to prepare correspondence, invoices, statements.
- Apply common language/terminology used by healthcare professionals in a variety of settings.

Required Courses (13 units)		Units
CAT-1A	Business Etiquette	1
CAT-31	Business Communication Fundamentals	3
CAT/CIS-90	Microsoft Outlook	3
CIS-1A	Introduction to Computer Information Systems	3
NNA-79	Medical Terminology for Healthcare Professionals	3

**OFFICE ASSISTANT (R) CE633**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Compose, key, and enter data into computer using keyboard.
- Prepare correspondence (including labels and envelopes), bills, statements, receipts, and copy information from one record to another.
- Proofread records or forms.

- Create properly formatted and grammatically correct business documents. Answer telephones, and convey messages.
- Demonstrate familiarity with fundamental aspects of computer technology.

Required Courses (10 units)		Units
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-93	Computers for Beginners	3

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### BUSINESS INFORMATION WORKER ESSENTIAL PREPARATION: WORKPLACE COMMUNICATION (MR) CC8029

The Business Information Worker Essential Preparation: Workplace Communication Certificate of Completion will provide students short-term basic, business skills needed in administrative, clerical, and business fields with the goal of increasing employability. The program will also serve as preparation for success in the Computer Applications and Office Technology Business Information Worker and Executive Office Management Associate Degree and stackable certificate programs. The content provides an overview of workplace basics needed for business writing, presentations, and professional communication basics. Topics covered include High Impact Presentations and Proposals for the Workplace and Professional Communication Basics.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Design an effective slideshow
- Apply effective techniques for communication with clients and customers

Required Courses (21 hours)		Hours
CAT-814	Business Skills: Professional Communication Basics	9
CAT-811	High Impact Presentations and Proposals for the Work Place	12

### BUSINESS INFORMATION WORKER ESSENTIAL PREP: WORKPLACE DECISION MAKING AND TIME MANAGEMENT (MR) CC8030

The Business Information Worker Essential Preparation: Workplace Decision Making and Time Management Certificate

of Completion will provide students short-term business skills needed in multiple fields with the goal of increasing employability. The program will also serve as preparation for success in the Computer Applications and Office Technology Business Information Worker and Executive Office Management Associate Degree and stackable certificate programs. The content provides an overview of workplace basics needed for workplace critical thinking and decision making, as well as time management and self-management for the workplace. Topics covered include critical thinking, problem-solving, decision making, time management, and professional self-management.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply effective techniques for communication with clients and customers
- Create a professional online appearance
- Develop an effective customer experience
- Apply techniques for professional self-management

Required Courses (36 hours)		Hours
CAT-808	Critical Thinking, Problem Solving and Decision Making	12
CAT-810	Time Management	12
CAT-817	Business Skills: Professional Self-Management	9

### BUSINESS SKILLS BOOT CAMP (R) CC8005

The Business Skills non-credit Certificate of Completion will provide students short-term basic, business skills needed in multiple fields with the goal of increasing employability. The content provides an overview professional self-management and online skills used in business. Topics covered includes Professional Communication Basics, Professional Online Presence, Customer Experience, and Professional Self-management.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply effective techniques for communication with clients and customers
- Create a professional online appearance
- Develop an effective customer experience
- Apply techniques for professional self-management

Required Courses (36 hours)		Hours
BUS/CAT-814	Business Skills: Professional Communication Basics	9
BUS-815	Business Skills: Professional Online Presence	9
BUS-816	Business Skills: Customer Experience	9
BUS/CAT-817	Business Skills: Professional Self-Management	9

## BUSINESS SKILLS - MOSPREP-MICROSOFT OFFICE SPECIALIST (MR) CC8001

The Business Skills non-credit Certificate of Completion will provide students short-term basic, business skills needed in multiple fields with the goal of increasing employability. The content provides an overview professional self-management and online skills used in business. Topics covered includes Professional Communication Basics, Professional Online Presence, Customer Experience, and Professional Self-management.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply effective techniques for communication with clients and customers
- Create a professional online appearance
- Develop an effective customer experience
- Apply techniques for professional self-management

Required Courses (54 hours)		Hours
CAT-841	MOSPrep: Microsoft Office Word-Expert Exam Preparation	18
CAT-842	MOSPrep: Microsoft Office Excel Expert Exam Preparation	18
CAT-843	MOSPrep: Microsoft Office PowerPoint Core Exam Preparation	9
CAT-844	MOSPrep: Microsoft Office Access Core Exam Preparation	9
OR		
CAT-845	MOSPrep: Microsoft Office Outlook Core Exam Preparation	9

## COMPUTER INFORMATION SYSTEMS

### COMPUTER PROGRAMMING (MNR) AS728/AS728B/AS728C/CE728

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Design structured programs using C++, Javascript, or Java. Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (26.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)		Units
CIS/CSC-11	Computer Architecture and Organization: Assembly	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

### Associate of Science Degree

The Associate of Science Degree in Computer Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## AMAZON WEB SERVICES (AWS) CLOUD COMPUTING (R) CE957

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Cloud Computing program develops skills for the occupations of cloud architect and cloud technician using Amazon Web Services (AWS), the leading cloud computing provider. The program bridges traditional onpremises data center skills of server installation, database management, and networking set-up and cabling into virtualizations of these information and computing technologies over online services. Job preparation will include industry certifications of AWS Cloud Practitioner and AWS Solutions Architect Associate mapped to course work.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Ability to design Infrastructure as a Service (IaaS) solutions by provisioning computing instances, establishing virtual private networks, managing databases and storage within a secure online environment.
- Ability to analyze performance metrics of a cloud architecture to respond dynamically to information and

- computing technology workloads and optimize service costs.
- Ability to collaborate in a team designing business solutions in an industry aligned project.
- Describe security best practices employed with AWS applications.
- Implement customer best practices security controls for Infrastructure Services, Container Services, and for Abstract Services of the Shared Responsibility Model.
- Access and navigate AWS Management Console. Access the Security Services Category and retrieve database credentials and API keys.
- Create, manage, and deploy public and private Secure Sockets Layer/Transport Layer Security (SSL/TLS) certificates for use with AWS services and internal connected resources.
- Use Event Log Analyzer to collect and analyze AWS EC2 Windows instance log in a centralized location.
- Understand the difference between AWS Regions, Availability Zones, and Edge Locations.

Required Courses (23 units)		Units
CIS-49A	AWS Academy Cloud Foundations	4
CIS-49B	AWS Academy Cloud Architecting	4
CIS-25	Information and Communication Technology Essentials	4
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
Electives	Choose from the list below	3
Electives (3 units) Choose from the list below		Units
CIS-21A	Linux Operating System Administration	3
CIS-12	PHP Dynamic Web Site Programming	3

### C++ PROGRAMMING (NR) CE741

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Completion of this certificate provides the student with a minimum entry level skill set employed in creating C++ applications.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create structured and Object Oriented Programs in in C++ for business, gaming, and STEM projects by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data into the required output format, then organize the results to facilitate user communication.

- Using C++ libraries create and projects that incorporate the following:
  - Multiprocessors
  - Multimedia
  - ODBC
  - SQL
  - Establish client/server relationship
- Using C++ libraries to create projects that incorporate STL, GUI, and user defined data structures.

Required Courses (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3

### CISCO NETWORKING (R) CE920

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Cisco Certified Network Associate (CCNA) certificate validates the ability to install, configure, operate, and troubleshoot medium size router and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs). This certificate is designed for students with advanced problem solving and analytical skills. The curriculum offers a comprehensive and theoretical learning experience for analytical students, and uses language that aligns well with engineering concepts. Interactive activities are embedded in the curriculum, along with detailed, theoretical labs.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of routing fundamentals, subnets and IP addressing schemes.
- Explain the command and steps required to configure router host tables, and interfaces within the RIP, EIGRP and OSPF protocols.
- Demonstrate an understanding of switching concepts and LAN design to include the use of Virtual LANs with LAN trunking configured by the Spanning Tree Protocol.
- Define and demonstrate the concepts of Cisco’s implementation of ISDN networking including WAN link options.

Required Courses (16 units)		Units
CIS-26A	Cisco Networking Academy 1A	4



CIS-26B	Cisco Networking Academy 1B	4
CIS-26C	Cisco Networking Academy 1C	4
CIS-26D	Cisco Networking Academy 1D	4

## **CYBER DEFENSE (R) AS969/AS969B/AS969C**

This program will provide students with a strong foundation needed in the field of Cyber Defense. The program will focus on established methodologies in cyber defense and will provide students with applicable skills in Windows and Linux operating systems security and administration, secure network design and implementation, web security, ethical hacking, digital forensics, risk assessment, management and mitigation techniques, and security policy/standards used to appropriately defend the various domains of information security to control access and reduce organizational risk.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply Information security to the various security domains using defense through administrative, technical and physical controls.
- Design secure networks and apply a defense in depth strategy.
- Apply operating system security and administration on Linux and Windows.
- Discuss risk management strategies and assessment approaches
- Analyze security policy writing and evaluate appropriate application of policies at the organizational level.

Required Courses (28 units)		Units
CIS-21A	Linux Operating System Administration	3
CIS-25	Information and Communication Technology Essentials	4
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS-27	Information and Network Security	3
CIS-27A	Computer Forensic Fundamentals	3
CIS-27B	Introduction to Cybersecurity: Ethical Hacking	3
Electives	Choose from the list below	4

Electives (4 units)		Units
CIS-5	Programming Concepts and Methodologies	4
CIS-26F	Cisco Networking Security	4

### **Associate of Science Degree**

The Associate of Science Degree in Cyber Defense will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## **DATA QUICK START (R) CE992**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Data Quick Start Certificate of Achievement provides students short-term, foundational data skills using spreadsheet and database software. The program content provides beginning through advanced spreadsheet and comprehensive database skills, as well as application of these skills for data analysis of common business cases problems using spreadsheet and database software.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Analyze data using Microsoft Excel data, financial, and Business Intelligence tools and functions.
- Create a database to organize, query, and provide data reports using Microsoft Access.
- Formulate and present solutions to business case problems using Microsoft Excel and Microsoft Access.

Required Courses (8 units)		Units
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5
CIS-62	Microsoft Access	3
CIS-94	Data Analysis with Excel and Access	2

## **INFORMATION SECURITY AND CYBER DEFENSE (R) CE740**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Information Systems: Information Security Certificate will give the students the basic skills needed in the field of Computer and information Security. The focus on Cyber Security will provide students with the basic skills needed for an entry-level career in Cyber Security. The courses provide an overview of the entire field. Topics covered will include Cisco Networking, Windows Operating System security, Linux security, Firewalls, Intrusion Prevention systems, Security policies and procedures, Web security, and building a secure computer network. This program also maps to the California Community Colleges IT Technician pathway and C-ID state approved model curriculum.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Analyze fundamental principles and topics of Information Technology Security and Risk Management at the organizational level.
- Introduce the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network with the context of properly securing a network.
- Describe the architecture, components, and operations of routers and switches basic functionality.
- Configure and troubleshoot routers and switches, resolve common issues dealing with security points of failure in a medium size LAN.

- Validate essential knowledge of Linux and open source for employment in IT/technical support mobile application support and network operations security.
- Identify environmental issues, understand and comply with disaster recovery, and physical software security policies and procedures.
- Securing Information Management systems including identifying risks, configuring devices, protocols, attack methods, cryptography implementation and practice, and security of ICS networks.

Required Courses (21-22 units)		Units
CIS/CSC-21A	Linux Operating Systems Administration	3
CIS/CSC-25	Information and Communication Technology Essentials	4
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS/CSC-27	Information and Network Security	3
Electives	Choose from the list below	3-4

Select another 3 units from the following:		Units
CIS-1A	Introduction to Computer Information	3
CIS/CSC-5	Programming Concepts and Methodology	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-26F	Cisco Networking Security	4
CIS/CSC-27A	Computer Forensics Fundamentals	3

## INFORMATION TECHNOLOGY (MR) CE958

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Information Technology model curriculum provides students with proficiency in the areas of computer system support, troubleshooting hardware and software, network configuration, infrastructure maintenance, and security assessment of business information systems.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Provide user and system support with technical problems.
- Troubleshoot computer hardware and software issues.
- Configure network appliances and maintain network infrastructure in organization environment.
- Perform security assessment on business information systems to provide recommendations for future improvement.

Required Courses (25-26 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-5	Programming Concepts and Methodology I:C++	4
CIS-25	Information and Communication Technology Essentials	4
CIS-26A	Cisco Networking Academy 1A	4
Electives A	Choose from list A below	6-7
Electives B	Choose from list B below	4

Electives - List A (6-7 units)		Units
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS 26B	Cisco Networking Academy 1B	4
CIS-27	Information and Network Security	3
CIS-27A	Computer Forensics Fundamentals	3
CIS 27B	Introduction to Cybersecurity: Ethical Hacking	3
CIS-61	Introduction to Database Theory	3
BUS-24	Business Communications	3

Electives - List B (4 units)		Units
MAT-1A	Single Variable Calculus I Early Transcendentals	4
MAT-5	Business Calculus	4
MAT-12	Statistics	4

## IT TECHNICIAN PATHWAY: IT SYSTEMS SUPPORT AND SALES (MR) CE905

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The IT Systems Support and Sales certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, operating systems configuration, practical networking and security, customer service, user support, business retail practices

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Troubleshoot computer hardware and software issues.
- Install and configure systems for personal and business usage.
- Configure home and small business networking and security settings.
- Provide user support and customer service with technical problems.
- Apply business and communication practices in technical system services, maintenance and support.

Required Courses (16 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-24	Business Communication	3
BUS-47	Applied Business and Management Ethics	3
CIS-1A	Introduction to Computer Information Systems	3
CIS-25	Information and Communication Technology Essentials	4

## JAVA PROGRAMMING (NR) CE742

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Completion of this certificate provides the student with a minimum entry level skill set employed in creating Java applications.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create structured and Object Oriented Programs in Java for business, gaming, and STEM projects by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data into the required output format, then organize the results to facilitate user communication.
- Use Java libraries to create applications that incorporate the following:
  - Multiprocessors
  - Multimedia
  - JDBC
  - SQL
  - Establish client/server relationship.
- Use Java libraries to create projects that incorporate Collections, GUI, and user defined data structures.

Required Courses (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-18A	Java Programming: Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

## **WEB MASTER - WEB DESIGNER (MR) CE933**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Design, create, test, upload and manage an accessible and standards compliant interactive and responsive web site that includes the use of text, graphics, and multimedia.
- Apply design and visual communication principles to web site, page, and interface design.
- Create and edit images and animations for use on the web, including photographs, logos, navigation buttons, background images, and web design mockup images.

## **Total unit requirements for this concentration - 17-18 units:**

- Major Core Requirements: 6 units
- Concentration Requirements: 6 units
- Concentration Electives: 5-6 units

Major Core Required Courses (6 units)		Units
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets	1.5
CIS-76B	Introduction to DreamWeaver	3

Required for this concentration (6 units)		Units
ADM-67	Multimedia Animation	3
AND		
CIS-56A	Designing Web Graphics	3
OR		
CIS-78A	Introduction to Adobe Photoshop	3
OR		
ADM-71A	Adobe Photoshop for Image Manipulation	3

Concentration Electives (5-6 units)		Units
CIS/CAT-79	Introduction to Adobe Illustrator	3
OR		
ADM-77A	Adobe Illustrator for Graphic Art	3
AND		
ADM-2A	Color Systems and File Management	2
OR		
ADM-62	Typography and Graphic Design	3
OR		
ADM-74A	Web Design	3

## **WEB MASTER - WEB DEVELOPER (MR) CE934**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in Javascript and PHP.

### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Design, create, test, upload and manage an accessible and standards compliant interactive and responsive web site that includes the use of text, graphics, and multimedia.

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- Use PHP to enhance a web site's capabilities by creating data driven web page content, custom form validation and processing, and database manipulation using secure methodologies.

#### Total unit requirements for this concentration - 18-19 units:

- Major Core Requirements: 6 units
- Concentration Requirements: 6 units
- Concentration Electives: 6-7 units

Major Core Required Courses (6 units)		Units
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets	1.5
CIS-76B	Introduction to DreamWeaver	3

Concentration Required Courses (6 units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3

Concentration Electives (6-7 units)		Units
CIS-56A	Designing Web Graphics	3
OR		
CIS-78A	Introduction to Adobe Photoshop	3
OR		
ADM-71A	Adobe Photoshop for Image Manipulation	
AND		
CIS/CSC-5	Programming Concepts & Methodology I:C++	4
OR		
CIS/CSC-18A	Java Programming: Objects	3
OR		
CIS-30A	Introduction to Python Programming	3

## COMPUTER INFORMATION SYSTEMS - NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### CODING PREP (MR) CC8010

The Coding Prep, non-credit Certificate of Competency provides students an overview of the knowledge and skills needed in fields that require software coding for the development of computer applications. The content provides an introduction to the field of study and covers basic foundational concepts.

The certificate pattern begins with a historical synopsis of relevant topics and personalities in the computing field. It progresses to the development of algorithms which are solutions of everyday problems that can be interpreted and processed by a machine. Simple tools like calculators and spreadsheets help formulate test conditions to assure program fidelity. Computers are composed of simple logic gates and an understanding

of Boolean logic is essential for controlling their processing architecture. The ability to document both textually and visually helps in designing and writing the actual computer code. Last but not least, it is important to write an introductory program and store this in a repository.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Formulate an algorithm textually and visually.
- Create a simple program and store in a repository.

Required Courses (54 hours)		Hours
CIS-834	Historical Perspective: Napier to Torvalds	9
CIS-835	Foundational Approach: Word Problems to Work Flow	9
CIS-836	Computational Tools: Calculators to Spreadsheets	9
CIS-837	Boolean Formulation: Logic to Relationships	9
CIS-838	Pseudo-code and Flowcharts: Descriptive to Visual	9
CIS-839	Tools of the trade: IDE's to Backup	9

## INFORMATION SYSTEMS: CYBER SKILLS (R) CC8002

The Cyber-Skills Certificate will focus on cybersecurity areas of knowledge needed to enhance current IT skills for those already employed in the IT field or assist with developing cyber-skills for those exploring this as a career path. The courses will explore the tools that are used regularly within the field.

Topics covered will include exploration of the field of cybersecurity, data confidentiality, integrity and availability and best practices for Internet use and social media safety. The student will be exposed to the use of virtualization software which is used extensively throughout cybersecurity and IT careers in general. Protocol analysis will be covered using tools such as Wireshark to demonstrate how to capture and analyze network traffic for cybersecurity incident response and for network troubleshooting.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Examine the various types of cyber-attacks/threats that exist and recognize the importance of cybersecurity and the career opportunities that exist.
- Classify the various virtualization platforms that exist and decide which is best for a given technological application it pertains to cybersecurity.
- Practice installation, configuration and use protocol analysis tools to analyze network traffic to identify network errors and malicious activity.

Required Courses (54 hours)		Hours
CIS-825	Cyber Skills: Introduction to Cybersecurity	18

CIS-826	Cyber Skills: Introduction to Virtualization	18
CIS-827	Cyber Skills: Introduction to Protocol Analysis	18

CIS-803	Remote Productivity and Time Management Tools	9
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## INTRODUCTION TO PYTHON PROGRAMMING (R) CC8003

The Python programming certificate is a certificate for the general introduction to the Python programming language. The certificate introduces the Python programming language, decision control structures and iterative control structures of the Python language. The certificate includes working with arrays and functions in the Python programming language. May lead to potential employment as a Python programmer.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the fundamental knowledge about the Python programming language and interpreter.
- Demonstrate fundamental knowledge of structured sequential statements, decision statements, iterative statements, and modular programming concepts in Python.
- Demonstrate fundamental knowledge of input/output programming concepts in Python to create meaningful programs.

Required Courses (54 hours)		Hours
CIS-830	Introduction to Python Programming: Part 1	18
CIS-831	Introduction to Python Programming: Part 2	18
CIS-832	Introduction to Python Programming: Part 1	18

## REMOTE WORK PRODUCTIVITY ESSENTIALS (R) CC8041

The Computer Information Systems Remote Work Productivity Essentials Certificate of Completion provides students with technology tools used for remote work communication, productivity, and time management with the goal of increasing employability. The content provides an overview of remote work basics needed for evaluating hardware and software, apps and software for communication, productivity, and time management.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop equipment, hardware, and software plan to safely work remotely.
- Use communication tools and apps to safely work remotely.
- Select appropriate tools and apps for productivity and time management.

Required Courses (27 hours)		Hours
CIS-801	Remote Work Technology	9
CIS-802	Remote Work Communication Tools and Apps	9

## COSMETOLOGY

### COSMETOLOGY (R) AS534/AS534B/AS534C/CE534

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry

Required Courses (47.5 units)		Units
COS-60A	Beginning Cosmetology Concepts	11
COS-60B	Level II Cosmetology Concepts	10.5
COS-60C	Level III Cosmetology Concepts	10
COS-60D	Level IV Cosmetology Concepts	8
COS-60E	Level V Cosmetology Concepts	8

Evening students may take the following courses to meet the requirements for COS-60E.

COS-60E1	Level V Cosmetology Concepts	4
COS-60E2	Level V Cosmetology Concepts	4

**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 of Science Degree

The Associate of Science Degree in Cosmetology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**COSMETOLOGY BUSINESS  
ADMINISTRATION - ENTREPRENEURIAL  
CONCENTRATION (R) AS537/AS537B/  
AS537C/CE537**

This program prepares the skilled cosmetologist to develop and operate their own cosmetology business. It will enable them to understand the market needs and how to adapt their business to the current trends. The program will enable students to establish pricing and marketing strategies to improve likelihood of business success. The student will be prepared to own and run an independent business in any of the fields related to cosmetology.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop a working business plan.
- Develop a working marketing plan.
- Perform pricing calculations and determine profit margins.
- Identify market niche.

**Total unit requirements for this concentration - 21 units:**

- Major Core Requirements: 9 units
- Concentration Electives: 12 units

Major Core Requirements (9 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-20	Business Mathematics	3
BUS-30	Entrepreneurship and Small Business Management	3

Concentration Electives - Select another 12 units from the list below

ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
ART-39	Design and Graphics	3
CAT/CIS-3	Computer Applications for Business	3
CAT-30	Business English	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3

**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.

**Associate of Science Degree**

The Associate of Science Degree in Cosmetology Business Administration Entrepreneurial Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**COSMETOLOGY BUSINESS  
ADMINISTRATION - MANAGEMENT &  
SUPERVISION CONCENTRATION (R) AS535/  
AS535B/AS535C/CE535**

This program prepares the student to supervise or manage a cosmetology salon with multiple employees. They will also be capable of hiring, training and motivating employees of a cosmetology business. They will also have the skills to evaluate customer needs and provide services to meet customer needs and expectations. They will be capable of operating their own business or manage the business for a salon owner.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Anticipate and solve problems relative to supervising personnel.
- Apply human resource management principles in the successful operation of a business.
- Effectively describe customer needs and expectations.
- Effectively communicate in small work groups.

**Total unit requirements for this concentration - 21 units:**

- Major Core Requirements: 9 units
- Concentration Elective: 12 units

Required Courses (9 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-20	Business Mathematics	3
BUS-30	Entrepreneurship and Small Business Management	3

Concentration Electives - Select another 12 units from the following:

CAT/CIS-3	Computer Applications for Business	3
BUS-22	Management Communications	3
OR		
BUS-24	Business Communication	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS/MAG-70	Introduction to Organization Development	3
MAG-44	Principles of Management	3
OR		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MKT-42	Retail Management	3

**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.

**Associate of Science Degree**

The Associate of Science Degree in Cosmetology Business Administration Management and Supervision will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**BARBERING CONCEPTS (R) CE959**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Barbering Concepts Certificate prepares individuals to provide professional cosmetic services in barber shops, salons, resorts, casinos and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed barbers in the state of California. Courses in applicable professional labor laws and regulations in the barbering industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify the organizations responsible for advancing the barbering profession and explain the function of state barber boards.
- Deduce valid conclusions, compare viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry level skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (soft skills) necessary for success in the cosmetology industry.

Required Courses (47.5-64.5 units)		Units
COS-1A	Introduction to Cosmetology Level I	3
COS-1B	Introduction to Cosmetology Level II	3
COS-1C	Cosmetology Business Concepts	1
COS-10A	Level I Hairstyling Concepts	3
COS-10B	Level II Hairstyling Concepts	3
COS-10C	Level III Hairstyling Concepts	2
COS-20A	Level I Chemical Texture Concepts	3
COS-20B	Level II Chemical Texture Concepts	3
COS-30A	Level I Haircutting Concepts	2
COS-30B	Level II Haircutting Concepts	2
COS-30C	Level III Haircutting Concepts	1.5

COS-30D	Level IV Haircutting Barbering Concepts	7
COS-40A	Level I Haircoloring and Bleaching Concepts	3
COS-40B	Level II Haircoloring and Bleaching Concepts	3
COS-90A	Level I Clinic Floor Concepts	1-8
COS-90B	Level II Clinic Floor Concepts	2-8
COS-90C	Level III Clinic Floor Concepts	4-8
COS-96A	Barbering Theory Exam Readiness	0.5
COS-96B	Barbering Practical Exam Readiness	0.5

**COSMETOLOGY CONCEPTS (R) CE960**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist’s offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry level skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (soft skills) necessary for success in the cosmetology industry

Required Courses (53-70 units)		Units
COS-1A	Introduction to Cosmetology Level I	3
COS-1B	Introduction to Cosmetology Level II	3
COS-1C	Cosmetology Business Concepts	1
COS-10A	Level I Hairstyling Concepts	3
COS-10B	Level II Hairstyling Concepts	3
COS-10C	Level III Hairstyling Concepts	2
COS-20A	Level I Chemical Texture Concepts	3
COS-20B	Level II Chemical Texture Concepts	3
COS-30A	Level I Haircutting Concepts	2
COS-30B	Level II Haircutting Concepts	2
COS-30C	Level III Haircutting Concepts	1.5
COS-40A	Level I Haircoloring and Bleaching Concepts	3
COS-40B	Level II Haircoloring and Bleaching Concepts	3
COS-57A	Level I Skin Care Concepts	2.5
COS-57B	Level II Skin Care Concepts	2
COS-70A	Level I Makeup and Hair removal Concepts	3
COS-80A	Level I Nail Care Concepts	2
COS-80B	Level II Nail Care Concepts	3

COS-90A	Level I Clinic Floor Concepts	1-8
COS-90B	Level II Clinic Floor Concepts	2-8
COS-90C	Level III Clinic Floor Concepts	4-8
COS-97A	Cosmetology Theory Exam Readiness Concepts	0.5
COS-97B	Cosmetology Practical Exam Readiness Concepts	0.5

## COSMETOLOGY INSTRUCTOR TRAINING (R) CE1046

Cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic learning styles and principles, learning environments and teaching plans. Laboratory practices include: oral presentations, audio and visual aids, classroom observations, classroom presentations and assessment observations.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

Required Courses (19 units)		Units
COS-61A	Level I Cosmetology Instructor Concepts	9.5
COS-61B	Level II Cosmetology Instructor Concepts	9.5

**NOTE:** The Cosmetology Instructor Training Certificate will be awarded only to holders of Cosmetology licenses issued by the State of California.

## ESTHETICIAN (R) CE674

*This certificate may lead to employment competency but does not lead to an Associate degree.*

In depth study of skin care and related sciences.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply basic principles of California Board of Barbering and Cosmetology Act and Regulations.
- Recognize the importance of skin care related sciences.

- Describe the differences between sanitation, disinfection, and sterilization.

Required Courses (20 units)		Units
COS-62A	Level I Esthetician Concepts	10
COS-62B	Level II Esthetician Concepts	10

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.

## ESTHETICIAN CONCEPTS (R) CE961

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Esthetician Concepts Certificate prepares individuals to provide professional cosmetic services in salons, spas, resorts, casinos and other related industry establishments. This includes courses in skin care, hair removal, makeup and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed estheticians in the state of California. Courses in applicable professional labor laws and regulations in the esthetician industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry level skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (soft skills) necessary for success in the cosmetology industry.

Required Courses (33.5-50.5 units)		Units
COS-1A	Introduction to Cosmetology Level I	3
COS-1B	Introduction to Cosmetology Level II	3
COS-1C	Cosmetology Business Concepts	1
COS-57A	Level I Skin Care Concepts	2.5
COS-57B	Level II Skin Care Concepts	2
COS-57C	Level III Skin Care Concepts	8
COS-70A	Level I Makeup and Hair removal Concepts	3
COS-70B	Level II Makeup and Hair removal Concepts	3
COS-90A	Level I Clinic Floor Concepts	1-8
COS-90B	Level II Clinic Floor Concepts	2-8
COS-90C	Level III Clinic Floor Concepts	4-8
COS-98A	Esthetics Theory Exam Readiness Concept	0.5
COS-98B	Esthetics Practical Exam Readiness Concepts	0.5



## HAIRSTYLING CONCEPTS (R) CE962

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, and other related industry establishments. This includes courses in hair design, hair sculpting, chemical and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed hairstylist in the state of California. Courses in applicable professional labor laws and regulations in the hairstyling industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry level skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (soft skills) necessary for success in the cosmetology industry.

Required Courses (40.5-57.5 units)		Units
COS-1A	Introduction to Cosmetology Level I	3
COS-1B	Introduction to Cosmetology Level II	3
COS-1C	Cosmetology Business Concepts	1
COS-10A	Level I Hairstyling Concepts	3
COS-10B	Level II Hairstyling Concepts	3
COS-10C	Level III Hairstyling Concepts	2
COS-20A	Level I Chemical Texture Concepts	3
COS-20B	Level II Chemical Texture Concepts	3
COS-30A	Level I Haircutting Concepts	2
COS-30B	Level II Haircutting Concepts	2
COS-30C	Level III Haircutting Concepts	1.5
COS-40A	Level I Haircoloring and Bleaching Concepts	3
COS-40B	Level II Haircoloring and Bleaching Concepts	3
COS-90A	Level I Clinic Floor Concepts	1-8
COS-90B	Level II Clinic Floor Concepts	2-8
COS-90C	Level III Clinic Floor Concepts	4-8
COS-95A	Hairstyling Theory Exam Readiness Concepts	0.5
COS-95B	Hairstyling Practical Exam Readiness Concepts	0.5

## MANICURING CONCEPTS (R) CE963

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Manicuring Concepts Certificate prepares individuals to provide professional cosmetic services in nail shops, salons,

resorts, casinos and other related industry establishments. This includes courses in nail care, nail design, structure of nail, diseases of nail, disorders of nail and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed manicurists in the state of California. Courses in applicable professional labor laws and regulations in the manicuring industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Deduce valid conclusions, compare viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry level skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (soft skills) necessary for success in the cosmetology industry.

Required Courses (24-41 units)		Units
COS-1A	Introduction to Cosmetology Level I	3
COS-1B	Introduction to Cosmetology Level II	3
COS-1C	Cosmetology Business Concepts	1
COS-80A	Level I Nail Care Concepts	2
COS-80B	Level II Nail Care Concepts	3
COS-80C	Level III Nail Care Concepts	4
COS-90A	Level I Clinic Floor Concepts	1-8
COS-90B	Level II Clinic Floor Concepts	2-8
COS-90C	Level III Clinic Floor Concepts	4-8
COS-99A	Manicuring Theory Exam Readiness	0.5
COS-99B	Manicuring Practical Exam Readiness	0.5

## CULINARY ARTS

### CULINARY ARTS (R) AS561/AS561B/AS561C/CE561

This program prepares individuals to provide professional chefs and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking foods, supervising and training kitchen assistance, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate learned customer service, wait staffing and point of sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversion of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts. Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food, and pastry presentation.

Required Courses (32 units)		Units
CUL-20	Fundamentals of Baking	2
CUL-36	Introduction to Culinary Arts	8
CUL-37	Intermediate Culinary Arts	8
CUL-38	Advanced Culinary Arts	8
KIN-4	Nutrition	3
MAG-56	Human Resources Management	3

### Associate of Science Degree

The Associate of Science Degree in Culinary Arts will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## FOUNDATIONAL CULINARY ARTS (R) CE1028

*This certificate may lead to employment competency but does not lead to an Associate Degree.*

This program prepares individuals to provide professional chefs and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking foods, supervising and training kitchen assistance, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate learned customer service, wait staffing and point of sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.

- Formulate menus utilizing menu design techniques, conversion of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts. Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food, and pastry presentation.

Required Courses (24 units)		Units
CUL-36	Introduction to Culinary Arts	8
CUL-37	Intermediate Culinary Arts	8
CUL-38	Advanced Culinary Arts	8

## BAKING AND PASTRY ARTS (R) AS909/ AS909B/AS909C/CE909

The Baking & Pastry Program at Riverside City College focuses on professional learning objectives through our Career & Technical Education division. As the program unfolds, students within our community and surrounding areas, will learn the fundamentals of baking and pastry arts, from yeast dough formulation to cakes and pastries from around the globe. Additionally, students will learn the proper food safety and sanitation practices as set forth by industry benchmarks. This knowledge is captured through traditional styles of learning, as well as a hands on approach where students can grasp a better understanding of the material. As they advance through the program, students continue representing their personal styles and cultural backgrounds through their plated desserts, to advanced techniques such as chocolate and sugar artistry. Students are encouraged through critical thinking, on how baking ingredients function, and the roles they contribute throughout the baking processes. To further enhance their knowledge and outreach within the community, students will need to communicate and collaborate with industry partners and leaders, to solidify their learnings

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Define and conduct food safety sanitation practices and apply them in a baking laboratory setting.
- Understand the elements of baking in a professional bakeshop, while using professional tools and equipment.
- Understand the components of making and plating a dessert, including making all of the components from scratch.
- Prepare a basic element such as Prepare basic elements such as pâte à choux, pastry cream, and laminated doughs
- Understand the skillsets required for advanced pastry techniques, such as chocolate, sugar artistry, and pastillage.

Required Courses (25 units)		Units
CUL-50	ServSafe Food Safety	2
CUL-46	Fundamentals of Baking & Pastry	8.5
CUL-47	Advanced Baking & Pastry	8.5
KIN-4	Nutrition	3
MAG-56	Human Resources Management	3

### Associate of Science Degree

The Associate of Science Degree in Baking & Pastry Arts will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### CAKE DECORATING (R) CE1025

The Baking & Pastry Program at Riverside City College focuses on professional learning objectives through our Career & Technical Education division. As the program unfolds, students within our community and surrounding areas, will learn the fundamentals of baking and pastry arts, from yeast dough formulation to cakes and pastries from around the globe. Additionally, students will learn the proper food safety and sanitation practices as set forth by industry benchmarks. This knowledge is captured through traditional styles of learning, as well as a hands on approach where students can grasp a better understanding of the material. As they advance through the program, students continue representing their personal styles and cultural backgrounds through their plated desserts, to advanced techniques such as chocolate and sugar artistry. Students are encouraged through critical thinking, on how baking ingredients function, and the roles they contribute throughout the baking processes. To further enhance their knowledge and outreach within the community, students will need to communicate and collaborate with industry partners and leaders, to solidify their learnings

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand different terminology with cake decorating techniques, including various mediums used.
- Ability to prepare, decorate, and display classical, contemporary, and specialty cakes using various fillings and icings.
- Understand different levels of piping skills, coloring techniques and pressure points.
- Ability to work with various mediums, including rolled fondant, marzipan, rolled buttercream and gum paste.
- Ability to make flowers with gum paste, and combining them into a bouquet or corsage.
- Understand the various components of wedding cake, from building it, charging for it, cutting it, and preparation for delivery.

Required Courses (4 units)		Units
CUL-22	Cake Decorating I	2
CUL-23	Advanced Cake Decorating	2

### CULINARY ARTS - NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### FOOD SERVICE CAREER & CERTIFICATION PREPARATION (R) CC8025

This program is designed for those wishing to enter the food service industry as an entry level cook or for those in the Riverside City College Cook & Pastry Apprenticeship Program. These courses teach the fundamentals of Safety & Sanitation, Menu planning, Food Cost Accounting, Purchasing & Receiving, and Food Preparation.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the importance of food service sanitation and safety by identifying the vulnerable aspects within the food service environment in terms of their potential for physical, biological, and chemical contamination.
- Demonstrate a working knowledge of menu selection and development, working with emphasis on determining the use of food items on the menu that are most suitable for a particular establishment.
- Perform mathematical functions related to the food service operation that include costing recipes and menus.
- Perform current regulations for inspecting and grading various food products, proper techniques of receiving, storing and rotating and requisition of those food products, and proper procedures to inventory those products.
- Display the ability to prepare a variety of high quality food dishes, using various cooking techniques, and the successful presentation of dishes.

Required Courses (240 hours)		Hours
CUL-850	ServeSafe Food Safety	30
CUL-825	Menu Planning	30
CUL-826	Food Cost Accounting	30
CUL-827	Culinary Purchasing and Receiving	30
CUL-828A	Culinary Food Preparation I	30
CUL-828B	Culinary Food Preparation II	30
CUL-824	The Art of Garde Manger	30
CUL-842	International Cuisine	30

### MATH SKILLS FOR THE PROFESSIONAL BAKER (R) CC8026

An expansive perspective of math skills necessary for any professional within the baking industry. These skills introduce the adult learner on how to use a digital scale using both US and metric measurements, understand the mathematical computations with recipe conversions, and providing the tools necessary for costing out recipes.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Convert basic fractions to decimals, and decimals to fractions.
- Understand how to use a digital scale, and process the results as a recipe measurement.
- Understand basic cost control terminology and calculations.
- Understand Baker’s Percentages as they are written on recipes.
- Using Baker’s Percentages to calculate new recipe yields based on actual quantities needed.
- Understand the basic components and importance of a standardized recipe.
- Understand what SPECS sheets are, and how they affect menu pricing
- Understand how to calculate a menu price after costing out a recipe from start to completion.

Required Courses (48 hours)		Hours
CUL-875	Introduction to Math for Baking Professionals	12
CUL-876	Introduction to Cost Control for Professional Bakers	12
CUL-877	Baker’s Percentages and Recipe Conversion	12
CUL-878	Cost Control for Baking & Pastry	12

**DANCE**

**DANCE (R) AA976/AA976B/AA976C**

The Associate in Arts in Dance is designed to prepare students to demonstrate competence and discipline in the study of dance technique, performance, and choreography, and to demonstrate proficiency in group choreography and solo dance skills. Completion of this curriculum will demonstrate commitment to the serious study of Dance in technique and choreography provide comprehensive preparation for upper-division work. Careers for dance graduates typically include performing, teaching, arts administration, choreography, dance therapy, health and fitness specialists.

**Program Learning Objectives:**

Upon successful completion of this program, students should be able to:

- Examine the intent of dance and movement in cultural, world, classical and modern dance forms.
- Demonstrate proper alignment, corporal awareness, weight and direction changes in axial, locomotor, and warm-up exercises.
- Demonstrate choreographic principles and spatial design elements.
- Develop choreographic improvisational skills as a soloist and within a group.
- Demonstrate mastery of choreographed movement through the rehearsal process.

Required Courses (24 units)		Units
DAN-6/6H	Dance Appreciation/Honors	3
DAN-7	Choreography	2
DAN-8	Composition	2
DAN-9	Dance Making	2
DAN-D8	American College Dance Association Rehearsal & Performance	1
DAN-D10	Dance Performance	3
DAN-D29	Celebrate Dance Rehearsal	2
Electives - List A Choose from the list below		6
Electives - List B Choose from the list below		3

Electives - List A \*Note: Courses below are repeatable up to three times. Courses may be taken more than once to count towards the six units.

DAN-D21	Ballet, Beginning	1
DAN-D22	Ballet, Intermediate	1
DAND-23	Ballet, Advanced	1
DAN-D37	Modern Dance, Beginning	1
DAN-D38	Modern Dance, Intermediate	1
DAN-D39	Modern Dance, Advanced	1

**Electives - List B (3 units)**

Electives - List B (3 units)		Units
DAN-D5	Summer Showcase Dance Performance	2
DAN-D13	Dance Repertoire, Modern	1
DAN-D14	Dance Repertoire, Jazz	1
DAN-D15	Dance Repertoire, Ballet	1
DAN-D16	Dance Repertoire, Tap	1
DAN-D17	Dance Repertoire, Ethnic	1
DAN-D20	Introduction to Social Dance	1
DAN-D25	Floor Barre	1
DAN-D26	Mexican Ballet Folklorico	1
DAN-D30A	Tango	1
DAN-D30B	Swing Dance	1
DAN-D30C	Latin Social Dance	1
DAN-D31	Hip Hop Dance, Beginning	1
DAN-D31B	Hip Hop Dance, Intermediate	1
DAN-D32	Jazz, Beginning	1
DAN-D33	Jazz, Intermediate	1
DAN-D34	Jazz, Advanced	1
DAN-D43	Tap, Beginning	1
DAN-D44	Tap, Intermediate	1
DAN-D47	Pilates, Beginning	1
DAN-D50	Pilates for Dancers	1
DAN-D60	Musical Theatre Dance	1

**Associate Degree of Arts**

The Associate of Arts Degree in Dance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**PILATES DANCE/CONDITIONING INSTRUCTOR (R) CE981**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Pilates/Dance Conditioning Instructor certificate is designed to prepare individuals to teach the Pilates Method of body conditioning using the full-range of Pilates apparatus as well as the mat work repertoire, the foundation of the Pilates

Method. Individuals will be trained to work with beginning to advanced level students as well as with special populations including dancers and athletes.

Emphasis is on both academic and practical experience. Taught by certified Pilates instructors, students completing the certificate will be trained to teach at privately-owned Pilates and dance studios, fitness/health clubs as well as physical therapy settings where Pilates is offered.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate and/or identify beginning to advance Pilates exercises for mat and apparatus.
- Describe the principles as developed by Joseph H. Pilates and their relevance to a Pilates program.
- Design a lesson plan for mat work and apparatus.
- Teach a properly constructed Pilates class using appropriate cueing and demonstration.
- Identify common alignment problems and teach proper modifications and/or solutions.
- Identify kinesiological principles of correct biomechanics for all Pilates exercises.

Required Courses (17 units)		Units
DAN-12	Kinesiology for Pilates Instructors/Dancers	3
DAN-13	Pilates Methodology	2
DAN-14	Internship in Pilates Education and Teaching	4
DAN-D46	Pilates Mat Work	1
DAN-D48	Reformer Technique	1
DAN-D49	Pilates, Intermediate	1
DAN-D50	Pilates for Dancers	1
DAN-D51	Pilates, Advanced	1
Electives	Choose 3 units from one emphasis below	3

Dance/Athletes Emphasis (3 units)		Units
DAN-D21	Ballet, Beginning	1
DAN-D22	Ballet, Intermediate	1
DAN-D32	Jazz, Beginning	1
DAN-D33	Jazz, Intermediate	1
DAN-D37	Modern Dance, Beginning	1
DAN-D38	Modern Dance, Intermediate	1
KIN-16	Introduction to Athletic Training	3
KIN-43	Personal Training	3

General Lifestyle Management Emphasis (3units)		Units
KIN-4	Nutrition	3
KIN-35	Foundation for Fitness and Wellness	3
KIN-36	Wellness: Lifestyle Choices	3
KIN-38	Stress Management	3

**EARLY CHILDHOOD EDUCATION**

**EARLY CHILDHOOD EDUCATION (MNR)  
AS544/AS544B/AS544C/CE544**

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 certificates in Early Childhood Education and/or an Associate of 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 Certificates are available from the Early Childhood Education Department.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children

Required Courses (31 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives	Choose from the list below	6

Electives (6 units)		Units
EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3

EAR-47	Childhood Stress and Trauma	3
EAR-53	Parenting: Guiding Young Children- Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EDU-1	Introduction to Elementary Classroom Teaching	4
ENG-30	Children’s Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	3

**Associate of Science Degree**

The Associate of Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**Child Development Permit**

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, teacher level. See the State guidelines for experience qualifications and additional levels. For students interested in transferring to a California State University, please see the requirements for the Associate in Science in Early Childhood Education for Transfer degree in Section IV of this catalog.

**EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR) AS601/AS601B/AS601C/CE601**

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. 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 Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention 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, Teacher Level. See the state guidelines for experience qualifications and additional levels.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of family function and structure, along with familial need for information and

support that respects and values diverse cultures, values, beliefs and behaviors.

- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families.
- Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

Required Courses (34 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
Electives	Choose from the list below	6
Electives (6 units)		Units
EAR-26	Health, Safety and Nutrition	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

**Associate of Science Degree**

The Associate of Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR) CE795**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate enables the holder to care for and assist in the development and the instruction of children in a child development program while under supervision. Students select two classes out of EAR 20, 24, 28, and 42 to meet the requirements for this certificate.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (6 units)		Units
	Complete two courses from the list below:	
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

## EARLY CHILDHOOD EDUCATION - TWELVE CORE UNITS (MNR) CE797

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The twelve core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

Required Courses (12 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

## INFANT AND TODDLER SPECIALIZATION (MR) CE681

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
- Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
- Create and maintain an environment of care and learning specific to young infants and newly mobile children.
- Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
- Plan and implement a curriculum based on a blend of routine and play activities.
- Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-35	Practicum in Infant and Toddler Care	3

## EARLY CHILDHOOD EDUCATION - NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### FAMILY CHILD CARE PROVIDER (MNR) CC8033

The Family Childcare Provider Certificate provides students with an introduction in planning a quality in-home child care business, including the requirements of obtaining a license as a family child care provider and an understanding of National Association for Education of Young Children (NAEYC) standards. The knowledge and skills covered in this program will enable students to set up good business practices, design developmentally appropriate curriculum and professionalism. This certificate also serves as a gateway into other noncredit and credit programs.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand state licensing requirements and guidelines for running an in-home child care
- Demonstrate an understanding of the National Association for Education of Young Children (NAEYC) Code of Ethical Conduct.
- Demonstrate knowledge and use of the Family Child Care Harms/Clifford Environmental Rating Scale.
- Apply state guidelines and child development concepts to establish good business practices and to design a quality family child care environment.
- Use the knowledge from this program as a foundation for working with children, families and the community.

Required Courses (24 hours)		Hours
EAR-810	Family Child Care – Our Business	8
EAR-811	Family Child Care – Our Curriculum	8
EAR-812	Family Child Care – Our Family and Community	8

## EDUCATION

### EDUCATION, HUMAN DEVELOPMENT & SPECIAL NEEDS (R) AA881C

The Associate of Arts in Education, Human Development and Special Needs offers lower division coursework that provides an introduction to issues, policies, and practices of education, with an emphasis on special education. Students will build a foundation appropriate for entry into advanced study in education, including educational research, educational advocacy, public policy, and/or teacher preparation. The students also have the opportunity to participate in supervised fieldwork in K-8 settings.

This degree is designed to facilitate students transferring to the University of California, Riverside with an Associate Degree in Education, Human Development & Special Needs. With this degree, the student will be prepared to enter into the Education, Society and Human Development BA program. In this program, students are able to follow a general plan; specialize in Community Leadership, Policy, and Social Justice; or develop their own custom program of study.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of historical influences, current trends, theories, and educational issues in a global context.
- Demonstrate knowledge of professional standards, ethics, and professionalism in classrooms and school visits and implement established observation and visitation protocols within schools.

- Identify laws and regulations pertaining to and protecting children with disabilities and other special needs in education and community settings.
- Describe the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.

Required Courses		Units
EDU-10	Introduction to Education Studies	3
EAR-40	Introduction to Children with Special Needs	3
EAR-43	Children with Challenging Behaviors	3
EAR-47	Childhood Stress and Trauma	3
EDU-1	Introduction to Elementary Classroom Teaching	4
EAR-20	Child Growth and Development	3
ENG-1A/1AH	English Composition	4
ENG-1B/1BH	Critical Thinking and Writing	4
MUS 89/89H	Music of Multicultural America	3
HUM 16	Arts and Ideas: American Culture	3
SOC 10	Race and Ethnic Relations	3
POL 1/1H	American Politics	3
GEG 1/1H	Physical Geography	3
BIO 1/1H	General Biology	4
HES 1	Health Science	3
COM 1/1H	Public Speaking	3

Choose one of the following (3-4 units)		Units
MAT 12/12H	Statistics	4
PSY/SOC 48	Statistics for the Behavioral Sciences	3
MAT 26	Math for Elementary School Teachers	3

Choose one of the following (3 units)		Units
HIS 1*	History of World Civilizations I	3
HIS 2/2H*	History of World Civilizations II	3

UC/CSU Elective Course (1-3 units)		Units
(Must have 60 transferable units for transfer)		1-3

#### Associate of Arts Degree

The Associate in Arts in Education, Human Development and Special Needs degree will be awarded upon completion of 60 transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

### EDUCATION PARAPROFESSIONAL (MR) AS603/AS603B/AS603C/CE603

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

Required Courses (25-27 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
COM-1/1H	Public Speaking	3



OR		
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Growth and Development	3
ENG-1A/1AH	English Composition	4
OR		
ENG-50	Basic English Composition	4
HIS-6/6H	United States History to 1877/Honors	3
OR		
HIS-7*/7H*	United States History from 1865/Honors	3
Electives	Choose from the list below	8-10
<b>Electives (8-10 units)</b>		<b>Units</b>
EAR-26	Health, Safety and Nutrition	3
ENG-30	Children's Literature	3
KIN-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

**Associate of Science Degree**

The Associate of Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ENERGY SYSTEMS TECHNOLOGY**

**BUILDING INSPECTION TECHNOLOGY (R) CE964**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program provides students with the technical knowledge and skill reading and interpreting building codes. Understanding materials used to meet the demands of the codes and the documentation needed to comply with inspections taking place during construction, remodel of maintenance of structures. With these new skills, students will be able to obtain entry level employment as an inspector or an inspector's helper in new construction, remodel construction, or operation of an existing building.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe the relationship between the codes and how they affect building and maintaining structures.
- Determine needed compliance documents for building construction, remodel, and routine maintenance.
- Apply the California Building Codes and California Energy Efficiency codes in the design of a structure.
- Obtain the necessary skills to become and inspector or an inspector's helper.

<b>Required Courses. (28 units)</b>		<b>Units</b>
EST-20	California Energy Codes	3
EST-21	California Building Codes	3
EST-22	California Mechanical Codes	3
EST-23	California Plumbing Codes	3
EST-24	California Electrical Codes	3

EST-25	California Residential Codes	3
EST-26	California Fire Codes	3
EST-32	Architectural Practice I	3
EST-33	Materials of Construction	4

**ZERO NET ENERGY (R) CE965**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program provides individuals an overview of progressive measures that improve the energy performance of buildings. Studies focus on energy efficiency in residential and commercial buildings, and California energy codes.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe multiple sustainable energy systems and how they are designed to support ZNE buildings.
- Identify the requirements for meeting energy code compliance.
- Define basic Architectural terminology, abbreviations, and acronyms commonly used in a set of working drawings

<b>Required Courses. (17-20 units)</b>		<b>Units</b>
EST-10	Industrial Calculations	3
EST-15	Zero Net Energy Building Science	4
EST-20	California Energy Codes	3
EST-30	Architectural Blueprint Reading	3
CAT-61	Professional Office Procedures	3
EST-200	Energy Systems Technology Work Experience	1-4

**ENGLISH - NON-CREDIT**

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

**ENGLISH AND READING SUPPORT (R) CC8032**

The English and Reading Support Certificate of Competency is intended for students who want to improve their writing and reading skills. This may include students enrolled in English, ESL, and Reading classes, or those enrolled in content-area classes or the nursing program who want additional English and Reading support. This program is also intended for students who want to improve their writing and reading skills for the workplace and for purposes of lifelong learning.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of vocabulary and reading comprehension skills.

- Demonstrate an understanding of college and lifelong reading strategies.
- Demonstrate understanding of the grammar, punctuation, sentence skills and/or composition skills on which they have focused.

Required Courses (54 hours)		Hours
ENG-885	Writing Clinic	27
ALR-887	Reading Clinic	27

## ENGLISH AS A SECOND LANGUAGE - NON-CREDIT

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### ADVANCED AMERICAN COLLEGE ENGLISH (MNR) CC8027

ESL students are placed within the sequence of courses in the Advanced English as a Second Language Certificate according to their English abilities. Students completing this pattern of study will have a beginning level of fluency in the English language which will help them be successful in academic courses, CTE courses, or general employment.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Write English, such as essays, at an academic level.
- Communicate in English so that students can function with native speakers in academic transfer-level courses or work environments.
- Demonstrate knowledge of patterns and expectations of United States culture, especially in the college and work environments.

Required Courses (270 hours)		Units
ESL-848	Intermediate American College English	90
ESL-849	High Intermediate American College English	90
ESL-850	Advanced American College English	90

### BEGINNING AMERICAN COLLEGE ENGLISH (MR) CC8028

ESL students are placed within the sequence of courses in the Basic English as a Second Language Certificate according to their English abilities. Students completing this pattern of study will have a beginning level of fluency in the English language which will help them be successful in academic courses, CTE courses, or general employment.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Write English paragraphs at a low-intermediate academic level.
- Communicate in English so that students can function with native speakers at a basic academic level in college or work environments.
- Demonstrate a general awareness of patterns and expectations of United States culture, especially in the college and work environments.

Required Courses (180 hours)		Hours
ESL-846	Beginning American College English	90
ESL-847	Low Intermediate American College English	90

### INTRODUCTION TO BASIC COMPUTER AND IT CAREERS FOR ESL STUDENTS (MR) CC8034

The Introduction to Basic Computer and IT Careers for ESL Students Certificate will provide students with the opportunity to practice and demonstrate vocabulary, reading, written and oral language skills related to computer components, technology and IT Careers, with emphasis on cybersecurity and technical language used in the workplace.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Utilize basic trouble-shooting language and incorporate fundamental cybersecurity and computer technology concepts in discourse.

Required Courses (48 hours)		Hours
ESL-810	Basic Computer and Technology Language Support	24
ESL-811	IT Workplace Language Support	24

## ENTREPRENEURSHIP

### ENTREPRENEURSHIP (R) AS531/AS531B/AS531C/CE531

This program prepares individuals to start and successfully operate their own businesses. The program focuses on the assessment of the market need, and the necessary skills for successful entry, operation and exit. It prepares individuals to develop an original business plan, a marketing plan and to evaluate their competitiveness in the market, and includes the initial analysis of a business idea to determine feasibility and start-up requirements. The program prepares individuals to perform the duties of planning, overseeing and directing business operations and employees as well as collecting, and analyzing data/information to identify potential product or service demand. Potential occupations include small business or franchise owner, economic developer, small business development specialist, or independent artist, trades worker, consultant, professional and contract outsource labor.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop a working business plan.
- Develop a working marketing plan.
- Perform pricing calculations and determine profit margins.
- Identify market niches.

Required Courses (24 units)		Units
CAT/CIS-3	Computer Applications for Business	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-30	Entrepreneurship and Small Business Management	3
MKT-20	Principles of Marketing	3
Electives	Four Courses – at least one from each cluster is required	12

Cluster 1		Units
ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
BUS-20	Business Mathematics	3

Cluster 2		Units
BUS-18A	Business Law I	3
CAT-31	Business Communications	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-70	Introduction to Organization Development	3

Cluster 3		Units
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3

**Associate of Science Degree**

The Associate of Science Degree in Entrepreneurship will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ENTREPRENEURSHIP CERTIFICATE (R) CE874**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program prepares individuals to start and successfully operate their own business.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop a working business plan.
- Develop a working marketing plan.
- Perform pricing calculations and determine profit margins.

- Identify market niches.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-30	Entrepreneurship: Foundations and Fundamentals	3
BUS-51	Principles of Electronic Commerce	3
MKT-20	Principles of Marketing	3

**ENTREPRENEURIAL ESSENTIALS (MNR) CE977**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources.

**Program Learning Objectives**

Upon successful completion of this program, students should be able to:

- Student will be able to develop a business plan outlining the viability and sustainability of their idea.
- Student will be able to create a value proposition and test market assumptions for a business idea and offer a feasible solution.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.

Required Courses (12 units)		Units
ENP-50	Introduction to Entrepreneurship	3
ENP-51	Entrepreneurship Basics	3
ENP-52	Starting a Business with Limited Resources	3
ENP-53	Money, Finance and Accounting for Entrepreneurs	3

**ENTREPRENEURIAL FOUNDATIONS (MNR) CE978**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique designed to have students apply entrepreneurial strategies in developing a business.

**Program Learning Objectives**

Upon successful completion of this program, students should be able to:

- Student will be able to develop a comprehensive business plan outlining the viability and sustainability of their idea using appropriate resources and techniques.

- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.

Required Courses (15 units)		Units
ENP-50	Introduction to Entrepreneurship	3
ENP-51	Entrepreneurship Basics	3
ENP-53	Money, Finance, and Accounting for Entrepreneurs	3
ENP-54	Business Model Canvas and Presentation for Entrepreneurs	3
ENP-55	Entrepreneurial Simulation - Capstone	

## ENTREPRENEURSHIP AND THE TEAM (MNR) CE979

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique and will provide students with critical insights into the basics of founding-team formation. Students will learn about the Gig economy, legal business structures, e-commerce, networks, key relationships and the differences between the many types of solopreneurs.

### Program Learning Objectives

Upon successful completion of this program, students should be able to:

- Student will be able to develop a business plan outlining the viability and sustainability of their idea and key elements in establishing business partnerships
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.
- Student will be able to demonstrate the principles of the Gig Economy and recognize the different types of entrepreneurial categories.

Required Courses (18 units)		Units
ENP-50	Introduction to Entrepreneurship	3
ENP-51	Entrepreneurship Basics	3
ENP-53	Money, Finance and Accounting for Entrepreneurs	3
ENP-54	Business Model Canvas and Presentations for Entrepreneurs	3
ENP-70	Building and Entrepreneurial Team	3
ENP-71	Solopreneurship	3

## ENTREPRENEURSHIP NON-CREDIT

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### NON-CREDIT - ENTREPRENEURIAL ESSENTIALS (MNR) CC8035

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources.

### Program Learning Objectives

Upon successful completion of this program, students should be able to:

- Student will be able to develop a business plan outlining the viability and sustainability of their idea.
- Student will be able to create a value proposition and test market assumptions for a business idea and offer a feasible solution.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.

Required Courses (216 hours)		Hours
ENP-850	Introduction to Entrepreneurship	54
ENP-851	Entrepreneurship Basics	54
ENP-852	Starting a Business with Limited Resources	54
ENP-853	Money, Finance and Accounting for Entrepreneurs	54

### NON-CREDIT ENTREPRENEURIAL FOUNDATIONS (MNR) CC8036

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique designed to have students apply entrepreneurial strategies in developing a business.

### Program Learning Objectives

Upon successful completion of this program, students should be able to:

- Student will be able to develop a comprehensive business plan outlining the viability and sustainability of their idea using appropriate resources and techniques.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.

Required Courses (270 hours)		Hours
ENP-850	Introduction to Entrepreneurship	54
ENP-851	Entrepreneurship Basics	54
ENP-853	Money, Finance, and Accounting for Entrepreneurs	54
ENP-854	Business Model Canvas and Presentations for Entrepreneurs	54
ENP-855	Entrepreneurial Simulation - Capstone	54

## NON-CREDIT - ENTREPRENEURSHIP AND THE TEAM (MNR) CC8037

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique and will provide students with critical insights into the basics of founding-team formation. Students will learn about the Gig economy, legal business structures, e-commerce, networks, key relationships and the differences between the many types of solopreneurs.

### Program Learning Objectives

Upon successful completion of this program, students should be able to:

- Student will be able to develop a business plan outlining the viability and sustainability of their idea and key elements in establishing business partnerships.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.
- Student will be able to demonstrate the principles of the Gig Economy and recognize the different types of entrepreneurial categories.

Required Courses (324 hours)		Hours
ENP-850	Introduction to Entrepreneurship	54
ENP-851	Entrepreneurship Basics	54
ENP-853	Money, Finance and Accounting for Entrepreneurs	54
ENP-854	Business Model Canvas and Presentations for Entrepreneurs	54
ENP-870	Building and Entrepreneurial Team	54
ENP-871	Solopreneurship	54

## SOCIAL MEDIA FOR BUSINESS (MNR) CC8011

The Social Media for Business Certificate provides students with an understanding of how to effectively leverage social media as part of a business marketing strategy. Students will analyze the ways in which business and nonprofits use social media marketing to engage customers and develop a successful business presence on social media using Facebook, Twitter,

LinkedIn, YouTube, Instagram and Pinterest. This certificate is designed to both support students seeking to expand on their existing knowledge of social media marketing as well as those new to the field.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Explain how to develop effective social media marketing strategies for various types of industries and businesses.
- Describe the major social media marketing portals that can be used to promote a company, brand, product, service or person.
- Evaluate and apply social networking tools to a business scenario or career enhancement.
- Assess the impact of social networking and its ROI (Return on Investment).

Required Courses (50 hours)		Hours
ENP-801	Facebook for Business	10
ENP-802	Pinterest and Instagram for Business	10
ENP-803	YouTube for Business	10
ENP-804	Twitter for Business	10
ENP-805	LinkedIn for Business	10

## FILM, TELEVISION AND VIDEO

### FILM, TELEVISION AND VIDEO - PRODUCTION SPECIALIST (R) AS641/AS641B/AS641C/CE641

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and

end and that meet industry technical standards for composition, lighting, sound and editing.

- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (29-30 units)		Units
FTV-41	Introduction to Telecommunications	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-48	Short Film Production	3
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3
Electives A	Choose from list A below	3-4
Emphasis	Select 9 units from one emphasis Production Emphasis OR Sound Engineering Emphasis	9

Electives - List A - Choose 3-4 units from the following:		Units
FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-38B	Advanced Film, Television and Video Production Project	3
FTV-200	Film, Television and Video Work Experience	1-4

Production Emphasis - Select 9 units from one emphasis		Units
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ENG-38A	Screenwriting: Beginning	3
ENG-38B	Screenwriting: Intermediate	3
ENG-38C	Screenwriting: Advanced	3
FTV-12	History of Film	3
FTV-51B	Film, Television and Video Laboratory II	1
FTV-52	Film, Television and Video Laboratory	2
FTV-72	Introduction to Lighting Design for Film and Television	3
FTV-74	Production Planning and Management	3
FTV-77	Intermediate Lighting Techniques for Film	3
FTV-79	Introduction to Special Effects Makeup for Film, Television and Video	3
PHO-8	Introduction to Photography	3

Sound Engineering Emphasis - Select 9 units from one emphasis		Units
FTV-53	Telecommunications Laboratory	3
MUS-8A	Music Technology I	3
MUS-8B	Music Technology II	3

### Associate of Science Degree

The Associate of Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### BASIC TELEVISION PRODUCTION (R) CE996

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The basic certificate is one-year program. After completing this program, students should be able to produce a film or video content

from idea to finished project ready for their student portfolio or exhibition via digital streaming platforms.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Fulfill the requirements for an entry-level position in the Film and Television industry.
- Apply critical thinking skills to execute and learn Film and TV position on a Film and TV set.
- Display the skills and aptitude necessary to pass safety procedures.
- Exhibit effective written, oral communication and interpersonal skills to work in the Film and TV industry.

Required Courses (14 units)		Units
FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

### GUIDANCE - NON-CREDIT CERTIFICATES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### COLLEGE CAREER READINESS AND STUDENT EDUCATIONAL PLANNING (MR) CC8020

This course is designed to help students make effective decisions regarding their educational options that lead to career/job placement and life choices. Students will gain self-awareness and develop techniques for successful educational, major, career pathway & life planning. Topics include personal development understanding higher education, major selection and preparation, job search strategies and development of career and life action plans.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand personality types, personal values, and interests pertaining to life management.
- Understand how to prepare for a career by clarifying major and program of study at RCCD.
- Learn about the requirements and benefits of a certificate, associate's degree, and associate degree for transfer.
- Understand the process of developing a student educational plan that will lead to identified career.
- Understand how to prepare for a career that relates to personal skills and interests.
- Learn how to create an action plan outlining life and career goals.

Required Courses (48 hours)		Hours
GUI-847A	Career Readiness	24
GUI-847B	Educational Planning to Career	24

### COLLEGE STUDENT SUCCESS (MR) CC8021

This certificate is designed to introduce students to college terms, support services and personal factors that contribute to academic success. Students will learn important differences between high school and college including their rights and responsibilities. Topics include effective decision making and communication skills necessary for academic success. Personal growth theories, health and wellness and strategies in study skills will also be addressed.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand the difference between high school and college.
- Understand important college terms policies, student rights and responsibilities.
- Learn about personal, academic and college readiness.
- Understand how to access services.
- Understand how and why growth mindset and grit are essential to student success in college.
- Understand the importance of time management and learn strategies to do so.
- Learn to use various forms of technology at Riverside Community College District.

Required Courses (48 hours)		Hours
GUI-845	College Readiness	24
GUI-848	Student Success	24

### KINESIOLOGY

#### EXERCISE, SPORT & WELLNESS – FITNESS PROFESSIONS EMPHASIS (R) AS595/ AS595B/AS595C/CE595

This program prepares individuals to apply business, coaching, and physical education principles to the organization, administration, and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an acceptable level of health-related fitness.

- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well-being and life-long learning.

Required Courses (24-25 units)		Units
KIN 4	Nutrition	3
KIN 10	Introduction to Kinesiology	3
KIN 12	Sport Psychology	3
KIN 14	Athletic and Fitness Organization and Administration	3
KIN 16	Introduction to Athletic Training	3
KIN 30	First Aid and CPR	3
KIN 35	Foundations for Fitness and Wellness	3
Electives	Choose from the list below	3-4

Elective Courses (3-4 units)		Units
KIN 42	Lifeguard and Water Safety Instructor Certification	4
KIN 43	Personal Training	3
KIN 44	Yoga Instructor Training	3
KIN 45	Group Fitness Instructor	3

#### Associate of Science Degree

The Associate of Science Degree in Exercise, Sport and Wellness: Fitness Professions will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

#### EXERCISE, SPORT & WELLNESS - ATHLETIC TRAINING EMPHASIS (R) AS597/AS597B/ AS597C/CE597

This program prepares individuals to apply business, coaching, and physical education principles to the organization, administration, and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate and apply knowledge of health-related fitness and wellness, injury prevention and management, strength and conditioning, and nutrition.
- Identify, utilize and apply necessary principles of sport management, event management, emergency management, legal liability, and problem solving.

- Demonstrate an organized approach to communication while utilizing appropriate behavior skills and recognizing different social attitudes.
- Demonstrate appropriate strategies and technical skills with athletic taping, injury recognition and injury rehabilitation.

Required Courses (29 units)		Units
KIN 4	Nutrition	3
KIN 10	Introduction to Kinesiology	3
KIN 12	Sport Psychology	3
KIN 14	Athletic and Fitness Organization and Administration	3
KIN 16	Introduction to Athletic Training	3
KIN 30	First Aid and CPR	3
KIN 35	Foundations for Fitness and Wellness	3
Electives A	Choose from list A below	4
Electives B	Choose from list B below	4

Elective List A (4 units)		Units
KIN 17	Athletic Training, Fall Sports, Upper Extremity	2
KIN 18	Athletic Training, Spring Sports, Lower Extremity	2
KIN 19	Athletic Training, Fall Sports, Head, Neck, and Spine	2
KIN 20	Athletic Training, Spring Sports, General Medicine	2

Elective List B (4 units)		Units
KIN 21A	Athletic Training Applications	2
KIN 21B	Athletic Training Applications	2

### Associate of Science Degree

The Associate of Science Degree in Exercise, Sport and Wellness: Athletic Training will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## EXERCISE, SPORT & WELLNESS – COACHING EMPHASIS (R) AS599/AS599BAS599/C/CE599

This program prepares individuals to apply business, coaching, and physical education principles to the organization, administration, and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate and apply knowledge of health-related fitness and wellness, injury prevention and management, strength and conditioning, and nutrition.

- Identify, utilize and apply necessary principles of sport management, event management, emergency management, legal liability, and problem solving.
- Demonstrate an organized approach to communication while utilizing appropriate behavior skills and recognizing different social attitudes.
- Recognize, describe, utilize and apply the basic principles of coaching theory including goal setting and solution-oriented practice planning.

Required Courses (24 units)		Units
KIN 4	Nutrition	3
KIN 10	Introduction to Kinesiology	3
KIN 12	Sport Psychology	3
KIN 14	Athletic and Fitness Organization and Administration	3
KIN 16	Introduction to Athletic Training	3
KIN 30	First Aid and CPR	3
KIN 35	Foundations for Fitness and Wellness	3
Electives	Choose from the list below	3

Electives (3 units)		Units
KIN-24	Sports Officiating, Fall Sports	3
KIN-25	Sports Officiating, Spring Sports	3
KIN-26	Foundations of Coaching	3
KIN-27	Football Theory	3
KIN-28	Basketball Theory	3
KIN-29	Soccer Theory	3
KIN-33	Baseball Theory	3
KIN-34	Softball Theory	3

### Associate of Science Degree

The Associate of Science Degree in Exercise, Sport and Wellness: Coaching will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## MUSIC

### MUSIC (R) AA680/AA680B/AA680C

A systematic course of study that fosters meaningful cultural experiences in the performance, understanding, and appreciation of the art and discipline of music.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to hear, identify and work conceptually with all elements of music through dictation, sight-reading, musical analysis and basic keyboard proficiency.
- Perform standard repertoire appropriate to their performance area as individuals or members of ensembles.
- Create derivative or original music in both extemporaneous and written form.

Required Courses (34-36 units)



Applied Music* (12 units selected from the following):		Units
MUS-39	Applied Music I	3
MUS-79	Applied Music II	3
MUS-P12	Applied Piano I	3
MUS-12	Applied Piano II	3

Music Theory (16 units)		Units
MUS-3**	Music Fundamentals	4
MUS-4**	Music Theory I	4
MUS-5**	Music Theory II	4
MUS-6	Music Theory III	4

Performing Ensembles* (6-8 units - 4 semesters selected from the following):		Units
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-68*	Community Symphony	2
MUS-73*	Vocal Jazz Singers	2
MUS-77*	Guitar Ensemble	2
MUS-81*	Consort Singers	2
MUS-82*	Wind Symphony	2
MUS-84*	Jazz Orchestra	2
MUS-P28*	Symphony Strings	2
MUS-P36*	Piano Ensemble	1.5
MUS-P77*	Advanced Guitar Ensemble	2

#### Additional Courses Recommended for Transfer

Keyboard Skills		Units
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-53	Keyboard Proficiency	1

Music History		Units
MUS-22**	Survey of Music Literature	3

\*Applied Music and Performing Ensemble courses may each be taken four times for credit.

\*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor

#### Associate of Arts Degree

The Associate of Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

#### JAZZ PERFORMANCE (R) CE926

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Prepares individuals for a career in music as jazz performers. Fulfills a portion of the Associate of Arts degree in Music

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze, practice and interpret jazz and popular music chord symbols.
- Demonstrate the ability to analyze, learn, and perform standard jazz literature.
- Prepare a program, program notes or other materials related to the coordinator, recital repertoire in cooperation with the instructor or recital.

Required Courses (17 units)		Units
MUS-25	Jazz Appreciation	3
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Applied Music I (2 semester)	6
MUS-52	Recital Performance	.5
MUS-74	Jazz Proficiency	1
Electives A	List A - Jazz Improvisation and Theory - Chosse from the list below	1
Electives B	List B - Performing Ensemble - Choose from the list below	4
List A - Jazz Improvisation and Theory (1 unit)		Units
MUS-43A	Jazz Improvisation and Theory I	1
MUS-43B	Jazz Improvisation and Theory II	1
MUS-43C	Jazz Improvisation and Theory III	1

List B - Performing Ensembles (4 units)		Units
MUS-33	Vocal Jazz Ensemble (two semesters)	4
MUS-44	Jazz Ensemble (two semesters)	4

#### MUSIC TECHNOLOGY (R) CE928

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Prepares individuals for careers in music recording, music composition and music production using state-of-the-art music technology. Fulfills a portion of the Associate of Arts degree in Music.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Assemble, mix and master complete MIDI/Digital Audio compositions.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

Required Courses (17 units)		Units
MUS-3	Fundamentals of Music	4
MUS-8A	Music Technology I	3
MUS-8B	Music Technology II	3
MUS-10	MIDI/Digital Audio Music Production	3

MUS-9	MIDI/Digital Audio Composition and Film Scoring	3
OR		
MUS-11	Sound Recordings Techniques	3
OR		
MUS-P11	Live Sound I	3
Electives	Choose from the list below	1

Electives - Keyboard Skills - Choose from the list below (1 units)		Units
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1

## MUSIC PERFORMANCE (R) CE927

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Prepares individuals for a career in music as performers. Fulfills a portion of the Associate of Arts degree in Music.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare and coordinate a recital with piano accompaniment, and/or chamber ensemble. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Required Courses (17.5 units)		Units
MUS-39	Applied Music I (3 semesters)	9
MUS-52	Recital Performance (25 minute solo program)	.5
Electives	Performing Ensemble - Choose from the list below	8

Electives - Performing Ensembles (8 units—4 semesters)		Units
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

## PIANO PERFORMANCE (R) CE925

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Prepares individuals for a career in music as piano performers. Fulfills a portion of the Associate of Arts degree in Music.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Prepare and perform in a solo piano recital and/or chamber ensemble performance. This will include, but is not limited to, literature selection and preparation, collaboration with other musicians and written program development.
- Demonstrate practice and preparation skills required for music transfer students and/or the professional musician. Skills will include, but are not limited to, successfully performing scales, arpeggios, exercises and etudes.
- Communicate effectively and work cooperatively within an ensemble setting.

Required Courses (16.5-17.5 units)		Units
MUS-P12	Applied Piano I (4 semesters)	12
MUS-52	Recital Performance (25 minute solo program)	.5

Performing Ensembles (Choose from list below)		4-5 Units
MUS-P36	Piano Chamber Ensemble	1.5
MUS-36	Instrumental Chamber Ensemble	1.5

## NURSING

### REGISTERED NURSING (R) AS921/AS921B/AS921C

The School of Nursing prepares quality nursing healthcare providers using a student- centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.

For more information about the nursing program visit: <https://www.rcc.edu/programs/nursing.html>

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Provide quality, safe, patient-centered nursing care using evidence-based practices as a competent, entry-level professional nurse generalist.
- Function within the scope and standards of practice as a competent, entry-level professional nurse generalist while assimilating all ethical and legal principles.
- Function as a leader, assimilating leadership principles in a variety of health care settings for diverse patient populations as a competent, entry-level professional nurse generalist.

- Exemplify caring through behaviors that support relationship-centered care and demonstrate respect and sensitivity to others as a competent, entry-level professional nurse generalist.
- Assimilate communication principles to foster collaborative relationships using effective communication with the interprofessional health care team for the purpose of providing and improving patient outcomes as a competent, entry-level professional nurse generalist.
- Assimilate critical thinking principles using clinical reasoning to make sound clinical judgments necessary for providing safe patient care and promoting quality improvement as a competent, entry-level professional nurse generalist.
- Integrate nursing informatics and competently demonstrate the use of technology to effectively communicate, enhance knowledge, manage and analyze data, prevent errors, and support decision-making as a competent, entry-level professional nurse generalist.

Required Courses (73-74 units)		Units
BIO-50A	Anatomy and Physiology I	4
BIO-50B	Anatomy and Physiology I	4
BIO-55	Microbiology	4
PSY-9	Developmental Psychology	3
SOC-1/1H	Introduction to Sociology/Honors	3
OR		
ANT-2/2H	Cultural Anthropology/Honors	3
ENG-1A/1AH	English Composition	4
COM-1/1H	Public Speaking/Honors	3
OR		
COM-9/9H	Interpersonal Communication/Honors	3
MAT-12/12H	Statistics/Honors	4
OR		
PSY/SOC-48	Statistics for the Behavioral Sciences	3
NRN-11	Foundations of Nursing Practice Across the Lifespan	8.5
NRN-11A	Nursing Learning Laboratory	0.5
NRN-12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing	8.5
NRN-12A	Nursing Learning Laboratory	0.5
NRN-14	Health Promotion and Wellness Across the Lifespan	3
NRN-21	Acute Adult Medical-Surgical and Mental Health Nursing	8.5
NRN-21A	Nursing Learning Laboratory	0.5
NRN-22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
NRN-22A	Nursing Learning Laboratory	0.5
Electives		6

Completion of the following course is required prior to enrollment for all advanced placement (AP/LVN-to RN)/transfer Units students: (2.5 units)

NRN-18	Transition Course for Advanced Placement (AP) Students	2.5
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## VOCATIONAL NURSING - AS588/AS588B/AS588C/CE588

The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Vocational Nursing (VN) program prepares individuals to provide general nursing care under the direction of a registered nurse, physician or dentist, including the collaboration with other professionals and consumers in the delivery of holistic healthcare.

Students interested in the Vocational Nursing program have two different academic pathways (CERTIFICATE, ASSOCIATE DEGREE) available depending on the eligibility of the applicant.

For more information about the nursing program visit: <https://www.rcc.edu/programs/nursing.html>

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Provide quality, safe, patient-centered basic nursing care using evidence-based practices, as a competent, entrylevel vocational nurse, under the direct supervision of a licensed physician or registered nurse.
- Function as a competent entry-level, vocational nurse accepting accountability and responsibility for the ethical and legal principles defined in the vocational nursing code of ethics and practice act.
- Function as a leader, assimilating leadership principles in a variety of health care settings for diverse patient populations as a competent, entry-level vocational nurse.
- Exemplify caring through behaviors that support relationship-centered care and demonstrate respect and sensitivity to others as a competent, entry-level vocational nurse.
- Assimilate collaborative relationships through communication with the interprofessional health care team for the purpose of providing and improving patient outcomes as a competent, entry-level vocational nurse.
- Assimilate critical thinking principles using clinical reasoning to make sound clinical judgments necessary for providing safe patient care and contributing to quality improvement as a competent, entry-level vocational nurse.
- Integrate nursing informatics and technology to effectively communicate, enhance knowledge, manage and analyze data, prevent errors, and support decision-making as a competent, entry-level vocational nurse.

Required Courses (51-56 units)		Units
BIO-45	Survey of Human Anatomy and Physiology	3
OR		
BIO-50A	Anatomy and Physiology I	4
AND		
BIO-50B	Anatomy and Physiology II	4

NVN-52	Introductory Concepts of Vocational Nursing Nursing Fundamentals	9.5
NVN-55A	Vocational Nursing Practice and Nutrition Across the Lifespan	3
NVN-55B	Principles of Pathophysiology	2
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 (R) CE581

*This certificate may lead to employment competency but does not lead to an Associate degree.*

**Prerequisite: Completion of a RN program is required prior to enrolling in this course.**

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify environmental factors influencing the role of the critical care nurse.
- Develop constructive personal coping behaviors to be utilized when functioning as a critical area nurse.
- Identify ethical dilemmas and legal issues related to critical care nursing.
- Demonstrate the management of technical equipment commonly used.
- Identify methods for data collection utilized in patient assessment.
- Analyze pathophysiological behaviors of the major body systems.
- Incorporate assessment findings and patient responses into the delivery of patient care.
- Recognize signs and symptoms related to patient diagnosis frequently treated in critical care.
- Prioritize and organize care of the critically ill patient.
- Apply treatment protocols based on critical care policies, procedures, and professional standards.
- Implement interventions to meet the psychosocial needs of the critical care patient/family.
- Develop a collaborative and collegial working relationship with other healthcare team members.

Required Courses (5 units)		Units
NXN-81	Critical Care Nursing	5

## NURSING ASSISTANT (R) CE584

*This certificate may lead to employment competency but does not lead to an Associate degree.*

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nursing assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of nursing assistants (NAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Provide quality, safe, patient-centered care as designed by the state-mandated theory and clinical modules.
- Demonstrate appropriate ethical, legal and professional principles while implementing the nursing assistant (NA) role.
- Perform the duties of the certified nursing assistant under the leadership of a licensed vocational or registered nurse.
- Demonstrate caring behaviors through nursing assistant skills that positively influence health outcomes and displays sensitivity to the values of others.
- Maintain collaborative relationships with other members of the healthcare team.
- Begin to use critical thinking principles to recognize and report impending emergencies in the role of the nursing assistant.
- Utilize technology to perform designated tasks and skills.

Required Courses (6 or 9 units)		Units
NNA-80	Nursing Assistant Training Program (NATP)	6
OR		
NRN-11	Foundations of Nursing Practice Across the Lifespan	8.5
AND		
NRN-11A	Nursing Learning Laboratory	.5

## PARALEGAL STUDIES

### PARALEGAL STUDIES (R) AS591/AS591B/AS591C

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Produce written legal documents involved in litigation. Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/ client relationship. .

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-65	Law Office Technology	3
PAL-68	Civil Litigation and Procedures I	3
Level II Courses:		
BUS-18B	Business Law II	3
PAL-14	Legal Ethics	3
PAL-70	Law Office Policies, Procedures and 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)		Units
BUS-15	Street Law	3
COM-1	Public Speaking	3
COM-3	Argumentation and Debate	3
PAL-80	Internship Project	1.5
PAL-81	Bankruptcy Law and Procedures	3
PAL-82	Immigration Law, Practice and Procedures	3
PAL-83	Estate Planning and Probate Procedures	3
PAL-84	Criminal Law and Procedures	3
PAL-85	Family Law and Procedures	3
PAL-86	Tort Law and Alternative Dispute Resolution	3
PAL-87	Trial Practice Preparation and Procedures	3
PAL-89	Sports Management and Entertainment Law	3
PAL-90	E-Discovery and Litigation Support	3

### Associate of Science Degree

The Associate of Science Degree in Paralegal Studies will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## PATHWAY TO LAW SCHOOL

The California Community Colleges and the State Bar of California selected Riverside City College to participate in a new initiative that will provide a direct pathway to six of California's top laws schools.

The Community Colleges Pathway to Law School Initiative (CCPLSI) is an unprecedented effort within public higher education to enhance opportunities and advancement in the legal profession for diverse populations, particularly those who have been under-represented.

The initiative, sponsored by the State Bar's Council on Access and Fairness, established agreements with twenty-seven community colleges and eight law schools and their respective undergraduate institutions. Students in the program will receive assurances that credits in prescribed courses will transfer. Admitted students are required to participate in various CCPLSI activities.

Participating undergraduate and law school institutions are:

- University of California, Berkeley and UC Berkeley School of Law
- University of California, Davis and UC Davis School of Law
- University of California, Irvine and UC Irvine School of Law
- University of California, Los Angeles and UCLA School of Law
- University of Southern California, and USC Gould School of Law
- Loyola Marymount University and Loyola Law School
- University of San Francisco and USF School of Law
- Santa Clara University and Santa Clara University School of Law

The Riverside City College Pathway to Law School Initiative requires students to complete seven courses based on a defined set of "success factors" that help make effective lawyers. The transfer initiative will align criteria from these success factors with community college courses already approved in corresponding Intersegmental General Education Transfer Curriculum (IGETC) to prepare students for law school. Students graduating from our program will earn the title of Law Scholar, which will be recognized by the participating institutions.

### Requirements:

- Complete Pathway to Law School Application.
- A Pathway to Law School Student Educational Plan (SEP) with a RCC counselor and submit it with this application.
- Statement of Interest (MLA Style, no more than two pages).
- Have direct contact with a Faculty Champion a minimum of once per month.
- Attend all required program orientations and workshops.
- Complete a progress report each fall and spring semester.
- Enroll in only courses designated on Pathway to Law School Student Education Plan (SEP).
- Complete 30 units each academic year (including spring and summer) — understanding that dropping courses will jeopardize eligibility for this contract.
- Students must maintain the required GPA at the community college and undergraduate institution.
- Participate in Community Service, College Service, and/or Civic Learning activities on or off campus such

as Law Society, Mock Trial, MUN, ASRCC Student Government, ASRCC Supreme Court, or ASRCC Senate

### Required Courses:

- Business 15
- English 1A/1AH
- English 1B/1BH
- Communications 3
- History 6/6H
- Interdisciplinary Studies 5
- Math 12/12H
- Political Science 1/1H

## PHOTOGRAPHY

### PHOTOGRAPHY (R) AS592/AS592B/AS592C/CE592

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate competency using all facets of a camera to best suit the photographic need that is required in the scene by adjusting aperture, shutter speed, and ISO with strict regard to a creative use of depth of field depending on the style of photography.
- Identify, describe, and demonstrate formal concepts and contemporary forms of photographic composition.
- Understand how to manage ambient light as well as control and modify added light into the photographic frame
- Choose a field of professional photography and learn the professional and artistic requirements needed to enter the chosen industry.
- Obtain a professional level competency of digitally editing photographs using Adobe software.

- Creatively approach the concept and idea of photographic style, choose and develop a style that best fits the student's chosen industry.

Required Courses (12 units)		Units
PHO-8	Introduction to Photography	3
or		
PHO-20	Introduction to Digital Photography	3
PHO-9	Intermediate Photography	3
PHO-14	Lighting for Photographers	3
PHO-19	Color Correction and the Photographic Portfolio	3
Electives	Choose 6 units from below	

Elective Courses (6 units)		Units
PHO-7	Medium and Large Format Film Photography	3
PHO-11	Commercial and Advertising Photography	3
PHO-12	Photojournalism	3
PHO-23	Drone Photography	3
ADJ/PHO-27	Forensic & Crime Scene Photography	3

### Associate of Science Degree

The Associate of Science Degree in Photography will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### CRIME SCENE PHOTOGRAPHY ESSENTIALS (R) CE1026

*This certificate may lead to employment competency but does not lead to an Associate Degree.*

This certificate provides students with necessary photographic skills to prepare them for an understanding of crime scene photography. They will learn important needed skills from the understanding of how to manually operate a camera in many lighting situations, the basics of crime scene photography, professionally edit photographs, and the art of drone photography.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand the core concepts of crime scene photography for the professional field.
- Show technical competency in knowledge required for evidence documentation, proper evidence handling, and accurate photographic recording.
- Demonstrate proficiency in handling forensic photography equipment.

Required Courses (6 units)		Units
ADJ/PHO-27	Crime Scene Photography	3
PHO-20	Introduction to Digital Photography	3

Elective Courses (3 units)		Units
PHO-9	Intermediate Photography	3
PHO-23	Drone Photography	3

## SPECIAL EVENT PHOTOGRAPHY ESSENTIALS (R) CE1032

*This certificate may lead to employment competency but does not lead to an Associate Degree.*

This certificate provides students with the necessary skills to become a professional special event photographer. They will learn important needed skills from the understanding of how to manually operate a camera in a vast array of lighting situations, how to start and operate a photographic business, how to create a cohesive photographic style, professionally edit photographs, and create a photographic portfolio that is needed to enter the field of photography.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand how to create complete wedding and other event photographic packages for clients.
- Create a cohesive photographic style that applies to the chosen form of special event or wedding photography.
- Analyze the geographic photographic market to create a viable business plan that will be appropriate to attract clients in the chosen type of event or wedding photography.
- Produce a wedding photography or event photography portfolio of work to attract clients and represent the skill level of photographic work.

Required Courses (12 units)		Units
PHO-15	Wedding and Event Photography	3
PHO-19	Color Correction and the Photographic Portfolio	3
PHO-20	Introduction to Digital Photography	3
PHO-67	Business Practices for Photographers	3

## ENTREPRENEURIAL PHOTOGRAPHY (R) AS1037/AS1037B/AS1037C/CE1037

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to create and run a photography business.
- Practice advanced business topics required for a photographic freelance environment.
- Understand how to maintain a consistent photographic style throughout professional photography packages to present to clients and to complete assignments.
- Create a creative and consistent brand of photography that addresses the geographic need of the photographic market.
- Manage photographic lighting such as portable flashes and strobes as appropriate for freelance requirements.
- Analyze contemporary trends in photography and understand how to creatively create work that is original and desirable.

Required Courses (12 units)		Units
PHO-8	Introduction to Photography	3
or		
PHO-20	Introduction to Digital Photography	3
PHO-9	Intermediate Photography	3
PHO-14	Lighting for Photographers	3
PHO-19	Color Correction and the Photographic Portfolio	3
Electives	Choose 6 units from below	

Elective Courses (6 units)		Units
PHO-15	Wedding and Event Photography	3
PHO-18	Photoshop, Lightroom, and Printing for Photographers	3
PHO_22	Photography for Social Media	3
PHO-67	Business Practices for Photographers	3

### Associate of Science Degree

The Associate of Science Degree in Entrepreneurial Photography will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## PHOTOJOURNALISM ESSENTIALS (R) CE1030

This certificate provides students with the necessary skills to become a photojournalist or a freelance photographer for publications, public relations, and other professional fields. They will learn important required skills from the understanding of how to manually operate a camera in a vast array of lighting situations, adding and modifying photographic lighting, how to handle business essentials required for freelance photographers, professionally edit photographs, and skillsets required to become a photojournalist or freelance photographer.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand the ethics and skillsets required for photojournalism and demonstrate photojournalistic style of photography.

- Demonstrate understanding of narrative and storytelling strategies required for photojournalism assignments.
- Identify, describe, and demonstrate proper business topics required for a photojournalism and publications in a contemporary environment.
- Understand how to manage lighting in a vast array of on-assignment scenarios and situations.

Required Courses (12 units)		Units
PHO-12	Photojournalism	3
PHO-14	Lighting for Photographers	3
PHO-20	Introduction to Digital Photography	3
PHO-67	Business Practices for Photographers	3

## PROFESSIONAL PHOTOGRAPHY ESSENTIALS (R) CE1031

This certificate provides students with the necessary skills to become a professional special event photographer. They will learn important needed skills from the understanding of how to manually operate a camera in a vast array of lighting situations, how to start and operate a photographic business, how to create a cohesive photographic style, professionally edit photographs, and create a photographic portfolio that is needed to enter the field of photography.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand the core requirements for creating a successful photography business.
- Demonstrate proficiency in the manual control of a camera for a commercial photographic environment.
- Identify an introduction to lighting equipment used for professional photography assignments

Required Courses (9 units)		Units
PHO-14	Lighting for Photographers	3
PHO-20	Introduction to Digital Photography	3
PHO-67	Business Practices for Photographers	3

## PROFESSIONAL DEVELOPMENT STUDIES

The following certificates are non-credit. For more information visit <https://extendedlearning.rccd.edu/Pages/index.aspx>.

### CUSTOMER RELATIONS (MNR) CCC8012

The Customer Relations Certificate provides students with important communication skills and an understanding of how these skills should be utilized when working in customer service. Additionally, students will learn about different personality styles and how to effectively adapt to working with people with different styles. As a result of their classroom experience, students will be able to provide effective customer service and demonstrate collaborative problem solving.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze and apply four essential customer service best practices in a role play.
- Construct and deliver constructive criticism of a customer service experience session.
- Demonstrate the collaborative problem-solving model to a case study.

Required Courses (36 hours)		Hours
PDS-806	The Art of Negotiating and Collaborating	12
PDS-807	Personality Styles and Difficult Relations	12
PDS-813	Best Practices in Customer Service	12

### EMERGING LEADERS (MNR) CC8013

The Emerging Leaders Certificate enables students to develop the management, supervisory, and leadership skills necessary to get a job or advance on their current career path. Through the guided exploration of best practices in essential workplace skills, students will be prepared to successfully navigate complex professional environments. Both current and future leaders will benefit from the comprehensive overview of the skills necessary to be dynamic and effective leaders. This certificate also serves as a gateway into other noncredit and credit programs.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Explain and apply communication techniques for constructive criticism to a workplace scenario
- Explain the four stages of team development and apply to a case study
- Identify a problematic employee issue and identify if it is a coaching issue or disciplinary action case
- Explain and apply to a case study involving ways to motivate employees

Required Courses (48 hours)		Hours
PDS-801	Leadership Skills	12
PDS-802	Supervisory Skills	12
PDS-803	Increasing Productivity	12
PDS-804	Motivating Yourself and Others	12

### ENTERPRISE COMMUNICATION (MNR) CC8014

The Enterprise Communication Certificate enables students to develop strategic communication techniques and skills necessary to succeed in the workplace. Students will demonstrate oral and written workplace communication skills, including learning constructive business writing concepts. This certificate is also a gateway into other noncredit and credit programs.



**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe and apply different strategic communication techniques to a workplace scenario.
- Identify your professional EI strengths and limitations. Develop a plan using behavioral techniques to increase your EI competencies.
- Apply business writing concepts to writing letters and emails using complete sentences with sentence variety, clarity with pronouns, proper punctuation, paragraphing and clear organization of ideas.

Required Courses (48 hours)		Hours
PDS-809	Business Writing in a Technological World	12
PDS-812	Workplace Communication Strategies	12
Electives	Choose from the list below	24

Electives (24 hours)		Hours
PDS-805	Difficult Conversations	12
PDS-806	The Art of Negotiating and Collaborating	12
PDS-807	Personality Styles and Difficult Relationships	12
PDS-813	Best Practices in Customer Service	12

**FINANCIAL LITERACY (MNR) CC8015**

The Financial Literacy Certificate of Completion provides students with an introduction to the principles of finance with an emphasis on personal finance. Students will learn general personal financial management skills, including developing realistic financial goals and methods for creating a plan to meet those goals. This certificate also serves as a gateway into other noncredit and credit programs in personal or business finance.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create a personal budget of income and expenses.
- Explain how credit works and how to use credit responsibly.
- Describe available banking and loan services.
- Develop long-term and short-term financial goals.

Required Courses (27 hours)		Hours
PDS-816	Personal Finance	18
PDS-817	Financial Future	9

**SALES TECHNIQUE (MNR) CC8016**

The Sales Techniques Certificate provides students with an understanding of how to effectively leverage various communication techniques and mediums to identify leads, work directly with decision makers, and close deals. The important sales techniques that students acquire will allow them to build lasting, long-term and mutually beneficial relationships with clients. These foundational sales techniques will enable student to get a job in sales or marketing, or advance in their current

career. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop and deliver a series of sales scripts to fit a given sales situation and effectively deliver the scripts.
- Describe and demonstrate techniques for closing sales.
- Describe and demonstrate how to ask for the sale when a potential customer is resistant.
- Develop and deliver scripts for call center or ‘inside sales’.

Required Courses (16 hours)		Hours
PDS-814	Closing Techniques that Win the Sale	8
PDS-815	Winning Sales Scripts	8

**SUCCESSFUL CAREER TRANSITIONS (R) CC8038**

The Successful Career Transitions certificate will provide students with the skills they need to successfully seek and obtain a new job. Students will learn to evaluate the job market and their own workplace skills, conduct a strategic job search, effectively network, write a persuasive cover letter and resume, and employ effective interview techniques.

**Program Learning Objectives:**

Upon successful completion of this program, students should be able to:

- Conduct market research and search for jobs in a chosen field using a variety of methods
- Tailor a resume and cover letter to meet the expectations of employers in their chosen field
- Interact professionally with employers, including during a job interview
- Understand professional communication expectations in the workplace

Required Courses (21 hours)		Hours
PDS-818	The Successful Job Search	9
Electives	Choose from the list below	12

Electives (12 hours)		Hours
PDS-809	Business Writing in the Technological World	12
PDS-812	Workplace Communication Strategies	12

**WORKPLACE ESSENTIALS (MNR) CC8017**

The Workplace Essentials Certificates aims to provide students with the skills and knowledge to be successful in the workplace. Students will learn how to maximize efficiency, engage in strategic problem solving, and clearly communicate with internal and external stakeholders. These skills will allow both students with extensive experience in the workplace and those entering the workforce to improve their effectiveness and

advance in their career. This certificate also serves as a gateway into other noncredit and credit programs.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Relate the role of critical thinking to meeting business challenges and solving problems.
- Hypothesize solutions to typical and atypical problems and test these hypotheses.
- Demonstrate business-writing skills in the form of emails, memos, and proposals.
- Apply the time management quadrant to a business case study attempting to balance personal and organizational goals.

Required Courses (48 hours)		Hours
PDS-808	Critical Thinking, Problem Solving and Decision Making	12
PDS-809	Business Writing in the Technological World	12
PDS-810	Time Management	12
PDS-812	Workplace Communication Strategies	12

## THEATRE

### MUSICAL THEATRE (R) CE895

*This certificate may lead to employment competency but does not lead to an Associate degree.*

The Musical Theatre Program is a dynamic training experience for students who seek a professional career in Musical Theatre. The curriculum is fundamentally craft-based, offering rich and intensive courses in singing, acting, music and dancing. We also have a commitment to bringing in guest artists and other visiting professionals to complement our existing curriculum. Our comprehensive course of study requires that students who successfully complete the program must be motivated, committed, hard-workers, as well as gifted. Students must demonstrate continued progress and development and pass ongoing faculty evaluation in order to remain in the program. Performance opportunities include Performance Riverside, a semi-professional theatre located on the campus of Riverside City College, which is home to a season of three productions each year, and, our flexible black box space which produces 1-2 productions each year.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

Required Courses (17-20 units)		Units
Musical Theatre Techniques (Choose 9 units from the following):		Units

THE-37	Musical Theatre Techniques	3
THE-55	Beginning Musical Theatre I	3
THE-56	Beginning Musical Theatre II	3
THE-57	Intermediate Musical Theatre I	3
THE-58	Intermediate Musical Theatre II	3

Musical Theatre Practicum (Choose 3 units from the following):		Units
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THE-5	Theater Practicum	3
THE-6	Advanced Theater Practicum	3

Dance Techniques (Choose 3 units from the following):		Units
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DAN-D60	Musical Theatre Dance	1
DAN-D21	Ballet, Beginning	1
DAN-D22	Ballet, Intermediate	1
DAN-D23	Ballet, Advanced	1
DAN-D43	Tap, Beginning	1
DAN-D44	Tap, Intermediate	1

Music (Choose 1-4 units from the following):		Units
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MUS-3	Fundamentals of Music	4
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1

Applied Music (Choose 2 units from the following):		Units
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MUS-38	Beginning Applied Music I	2
MUS-78	Beginning Applied Music II	2

### TECHNICAL THEATRE (R) CE914

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This program will provide training in basic technical theatre skills for career employment in production and performance within the Theatre Industry.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

Required Courses (18 units)		Units
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Theatre Stagecraft and Practicum (9 units):		Units
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THE-41	Elementary Stagecraft	3
THE-5	Theater Practicum	3
THE-6	Advanced Theater Practicum	3

Design and Practical Application (Choose 9 units from the following):

THE-25	Makeup for the Stage	3
THE-44	Theatrical Set Design	3
THE-46	Theatrical Costume Design	3
THE-48	Lighting Design	3

## WELDING TECHNOLOGY

### WELDING TECHNOLOGY (R) AS606/AS606B/AS606C/CE606

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; oxyacetylene and plasma cutting of ferrous and non-ferrous materials. Includes, welding metallurgy, structural welding safety, and applicable codes and standards. These skills prepare students for the following careers: iron worker trade, steel worker trade, construction trades, pile driver trades, and glazing trades.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Display the ability to work safely within the welding industry.
- Obtain skills necessary to obtain an entry-level job within the welding/construction industry.
- Demonstrate knowledge of SMAW, FCAW, GMAW, and GTAW welding processes.
- Obtain skills necessary to properly set up equipment used in the various welding processes.
- Obtain skills needed to pass AWS skills test to become a certified welder.

Required Courses (28 units)		Units
WEL-20	Blueprint Reading for Welders Trades	2
WEL-65A	Beginning Shielded Metal Arc Welding	3
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-75A	Gas Metal Arc Welding	3
WEL-75B	Flux Cored Arc Welding (FCAW)	3
WEL-85A	American Welding Society/Los Angeles City Welding I	3
WEL-95A	Introduction to Gas Tungsten Arc Welding	3
WEL-115A	SMAW/GMAW Pipe Welding Fundamentals	3
Electives	Choose from list below	5

Electives (5 units)		Units
WEL-22	Plate and Structural Steel Layout	2
WEL-24	Pipe Fitting for the Trades	2
WEL-26	Pipe Layout	2
WEL-85B	American Welding Society/Los Angeles City Welding II	3
WEL-95B	Advanced Gas Tungsten Arc Welding (GTAW)	3
WEL-200	Welding Work Experience	1-4

#### Associate of Science Degree

The Associate of Science Degree in Welding Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### PIPE WELDING (R) CE982

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with the technical knowledge and skill, in fitting/layout of piping systems, oxyacetylene cutting and SMAW/GMAW pipe welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment as a pipe welder's helper or in a shop doing production welds, welding ferrous pipe.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability to make satisfactory welds on ferrous pipe.
- Display the ability to make satisfactory open root pipe welds using GMAW and SMAW.
- Demonstrate knowledge of the proper fit-up of a pipe joint.
- Properly calculate the materials needed for a 45 degree offset, with given parameters.

Required Courses (13 units)		Units
WEL-24	Pipe Fitting for the Trades	2
WEL-26	Pipe Layout	2
WEL-65A	Beginning Shielded Metal Arc Welding (SMAW)	3
WEL-75A	Gas Metal Arc Welding	3
WEL-115A	SMAW/GMAW Pipe Welding Fundamentals	3

### STICK WELDING (SMAW) (R) CE824

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with the technical knowledge and skill in oxyacetylene cutting, and SMAW welding to be able to enter into the welding career of either a structured steel field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder's helper in the field or in welding shops welding structural steel.

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability of SMAW process, safety, and oxyacetylene cutting.
- Demonstrate advanced knowledge and ability of SMAW, welding symbols, and safety.

- Differentiate between each of the welding process used in the welding industry.
- Demonstrate knowledge of AWS welding codes

Required Courses (9 units)		Units
WEL-65A	Beginning Shielded Metal Arc Welding	3
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-85A	American Welding Society/Los Angeles City Welding I	3
OR		
WEL-85B	American Welding Society/Los Angeles City Welding II	3

### **TIG WELDING (GTAW) (R) CE819**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and GTAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment as a welder's helper in the field or as a beginning welder in a production setting welding thin materials.

#### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability in oxyacetylene cutting, beginning SMAW welding process, and safety.
- Demonstrate knowledge and ability in the GTAW welding process, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (6 units)		Units
WEL-95A	Introduction to Gas Tungsten Arc Welding	3
WEL-95B	Advanced Gas Tungsten Arc Welding (GTAW)	3

### **WIRE WELDING (FCAW, GMAW) (R) CE818**

*This certificate may lead to employment competency but does not lead to an Associate degree.*

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and FCAW/GMAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder's helper or in a shop production welding setting welding structural steel, parts of medium thickness, or sheet steel.

#### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability of beginning level of SMAW welding process, safety, and oxyacetylene cutting.
- Demonstrate knowledge and ability of the FCAW and GMAW welding processes, welding symbols, and safety.
- Differentiate between each of the welding processes used in the welding industry.
- Demonstrate knowledge of AWS welding codes.

Required Courses (9 units)		Units
WEL-75A	Gas Metal Arc Welding	3
WEL-75B	Flux Cored Arc Welding (FCAW)	3
WEL-85A	American Welding Society/Los Angeles City Welding I	3
OR		
WEL-85B	American Welding Society/Los Angeles City Welding II	3

# COURSE DESCRIPTIONS



## COURSE DESCRIPTIONS

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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 complete course outlines of record including student learning outcomes can be found at [www.curricunet.com/RCCD](http://www.curricunet.com/RCCD).

### UC/CSU

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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. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three colleges. When in doubt, students are advised to confer with a counselor.

#### Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

## DELIVERY METHODS

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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 hybrid 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 Distance Education section of the class schedule for details on meeting the limitation on enrollment for online classes.

## NON-DEGREE CREDIT

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Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B, English 80, 85, 91; English as a Second Language 46, 47, 48, 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 45, 52, 63, 64, 65, 81, 82, 90 A-F, 98, 105, 112, 125, 136; Nursing-Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86 and 90) 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-CREDIT

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These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

## REPEATING A COURSE

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Students may repeat courses in which a "C" or better grade was earned only for the following types of courses: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content. The designation of whether a course is repeatable is indicated in the course description.

## LIMITATIONS ON ENROLLMENT

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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, “P” 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, “P” (Pass). “C-”, “D”, “F”, “FW”, “NP” (No Pass), or “I” 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 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 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 college catalogs.

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.

- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- 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.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

## CREDIT COURSES

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Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the District and College Curriculum Committees and the Board of Trustees.





## ACADEMIC LITERACY AND READING (ALR)

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**ALR-1**  
**Reading Tutor Training** **2.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: REA-3 or REA-83, ENG-1A or ENG-1AH.*

Description: Designed to prepare students to become peer tutors in the Reading and Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring reading. Tutors develop student-centered, non-intrusive tutoring skills. 27 hours lecture and 27 hours laboratory. (Letter grade or Pass/No Pass option)

**ALR-2**  
**Strategic Reading** **2.00 units**  
 CSU

*Prerequisite: None.*

Description: Intended for readers who are interested in enhancing reading flexibility and effectiveness in comprehension, vocabulary, and study skills. Students practice using a variety of comprehension strategies, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option)

**ALR-3**  
**Reading for Academic and Lifelong Literacy** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Review and study of reading strategies for success in various college disciplines and for lifelong literacy. Students will receive instruction in academic, discipline-specific and practical lifelong reading skills. This course meets the graduation reading competency requirement. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

**ALR-4**  
**Critical Reading as Critical Thinking** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: The relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism and advocacy of ideas encountered in academic reading. 54 hours lecture. (Letter grade only)

**ALR-83**  
**College Reading and Thinking** **3.00 units**

*Prerequisite: None.*

Description: Intended for students who would like a review of reading comprehension strategies and foundational critical thinking skills to prepare for the rigors of college academic reading. Students will learn to apply active reading and thinking strategies to both expository and persuasive text. Instruction will also include basic approaches to analyzing arguments as well as writing evaluative responses. 54 hours lecture. (Non-degree credit course) (Letter Grade or Pass/No Pass option)

**ALR-86**  
**Reading Strategies for Textbooks** **1.00 unit**

*Prerequisite: None.*

Description: Intended for students currently enrolled in a content area 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. (Non-degree credit course) (Pass/No Pass only)

**ALR-882**  
**Reading Skills and Strategies** **0 units**

*Prerequisite: None.*

Description: Intended for students who experience difficulty in reading college-level materials. Instruction in reading skills and strategies along with practice work, in which a wide range of materials will be utilized. 54 hours lecture. (Pass/No Pass only)

**ALR-887**  
**Reading Clinic** **0 units**

*Prerequisite: None*

Description: 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. (Pass/No Pass only)

## ACCOUNTING (ACC)

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**ACC-1A**  
**Principles of Accounting I** **3.00 units**  
 (C-ID:ACCT 110) UC, CSU

*Prerequisite: None.*

*Advisory: BUS-20.*

Description: 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. (Letter grade only)

**ACC-1B**  
**Principles of Accounting II** **3.00 units**  
 (C-ID:ACCT 120) UC, CSU

*Prerequisite: ACC-1A.*

Description: 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. (Letter grade only)

<p><b>ACC-38</b> <b>Managerial Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A.</i> Description: Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling, and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures, and the impact of automation on capital budgeting decisions. 54 hours lecture. (Letter grade only)</p>	<p><b>ACC-65</b> <b>Computerized Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A or ACC/CAT-55.</i> <i>Advisory: CIS-1A or CIS-3.</i> Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>
<p><b>ACC-55</b> <b>Applied Accounting/Bookkeeping</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: 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 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. 54 hours lecture. (Same as CAT-55) (Letter Grade, or Pass/No Pass option)</p>	<p><b>ACC-66</b> <b>Non-Profit and Governmental Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A.</i> <i>Advisory: BUS-20.</i> Description: Principles and practices of non-profit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, and application of generally accepted accounting principles to non-profit and governmental organizations. 54 hours lecture. (Letter grade only)</p>
<p><b>ACC-61</b> <b>Cost Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1B</i> Description: Presents the theory, procedures, and practice relating to product costs, including job order, process, and standard cost systems. Also includes analytical skills used to interpret accounting data used by management in planning and controlling business activities. Emphasizing the concept of "different costs for different purposes," this course focuses on cost accounting strategy and the decision making process and studies the development of detailed cost data essential to management for controlling operations, decision making, and planning. 54 hours lecture.(Letter grade only)</p>	<p><b>ACC-200</b> <b>Accounting Work Experience</b> <span style="float: right;"><b>1.00 - 4.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on Enrollment: Students should have paid or voluntary employment.</i> Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)</p>
<p><b>ACC-62</b> <b>Payroll Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A or ACC/CAT-55</i> Description: Covers accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act, and the California Worker's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>	<p><b>ACC-801</b> <b>Setting Up Quickbooks for Small Business</b> <span style="float: right;"><b>0 units</b></span></p> <p><i>Prerequisite: None.</i> Description: Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only)</p>
<p><b>ACC-63</b> <b>Income Tax Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None</i> Description: Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.(Letter grade, or Pass/No Pass option.)</p>	<p><b>ACC-802</b> <b>Monthly Procedures Using Quickbooks</b> <span style="float: right;"><b>0 units</b></span></p> <p><i>Prerequisite: None</i> Description: Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only)</p>

**ACC-803****Year End Procedures With Quickbooks** **0 units***Prerequisite: None*

Description: Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only)

**ACC-819****Volunteer Income Tax Assistance Training** **0 units***Prerequisite: None*

Description: The Volunteer Income Tax Assistance (VITA) program is an initiative sponsored by the Internal Revenue Service. This course is intended to provide students with the opportunity to serve low to moderate-income taxpayers, which the IRS has defined for the scope of the program as those individuals and families making less than \$54,000 per year. This course will teach students in income tax preparation, prepare students to apply for IRS VITA certification, in order to work with individuals and families with limited incomes to prepare tax returns - enabling them to receive proper tax credits and refunds. Completion of this course will allow students to volunteer, providing free, high-quality income tax service. 18 hours lecture.

## **ADMINISTRATION OF JUSTICE (ADJ)**

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**ADJ-1****Introduction to the Administration of Justice** **3.00 units**  
(C-ID:AJ 110) UC, CSU*Prerequisite: None*

Description: 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. (Letter grade only)

**ADJ-2****Principles and Procedures of the Justice System** **3.00 units**  
(C-ID:AJ 122) CSU*Prerequisite: None*

Description: An examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture. (Letter grade only)

**ADJ-3****Concepts of Criminal Law** **3.00 units**  
(C-ID:AJ 120) UC, CSU*Prerequisite: None*

Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture. (Letter grade only)

**ADJ-4****Legal Aspects of Evidence** **3.00 units**  
(C-ID:AJ 124) CSU*Prerequisite: None*

Description: Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture. (Letter grade only)

**ADJ-5****Community Relations** **3.00 units**  
(C-ID:AJ 160) UC, CSU*Prerequisite: None.*

Description: Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture. (Letter grade only)

**ADJ-8****Juvenile Law and Procedures** **3.00 units**  
(C-ID:AJ 220) UC, CSU*Prerequisite: None*

Description: The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture. (Letter grade only)

**ADJ-9****Law in American Society** **3.00 units**  
UC, CSU*Prerequisite: None*

Description: A general survey of practical law intended as an introduction to the American 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. (Letter grade only)

**ADJ-9H****Honors Law in American Society** **3.00 units**  
UC, CSU*Prerequisite: None*

*Limitation on Enrollment: Enrollment in the Honors Program.*  
Description: Honors course general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: adult 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. This Honors course offers an enriched experience for accelerated students through limited class, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ADJ-9 and ADJ-9H. 54 hours lecture. (Letter grade only)

**ADJ-10****Introduction to Security****3.00 units**  
CSU*Prerequisite: None.*

Description: The history and development of the philosophy and legal basis of private and corporate security systems and structures in the United States including examination and discussion of housing security, transportation security, educational facility security, hospital/healthcare security, retail and commercial security, risk and threat assessment and analysis, critical infrastructure security, private investigations, digital and information security, and security within government markets. An examination of the relationship between private security and public safety/law enforcement. An introduction to the use of security and internal investigative systems within private businesses and corporations, including discussion of security awareness, relationships with other business structures and organizations, security and investigations within corporate structures. An examination and introductory analysis of the legal aspects of private security functions and an exploration of the balance of civil and criminal applications of security and their role in crime prevention or mitigation. 54 hours lecture. (Letter grade only)

**ADJ-12****Introduction to Criminalistics**  
(C-ID:AJ 150)**3.00 units**  
CSU*Prerequisite: None*

Description: An introduction to the role of criminalistics in criminal investigations. The methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, trace evidence, biological evidence, weapons and firearms, questioned documents, and controlled substances. The categories of direct evidence, circumstantial evidence, physical evidence, testimonial evidence, and exculpatory evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 12 hours laboratory. (Letter grade only)

**ADJ-13****Criminal Investigation**  
(C-ID:AJ 140)**3.00 units**  
CSU*Prerequisite: None*

Description: Fundamentals of investigation, crime scene searches and documentation, collection and preservation of physical and testimonial evidence, forensic evidence analysis, modus operandi, sources of information, interviews and interrogations, follow-up and case preparation. 54 hours lecture. (Letter grade only)

**ADJ-14****Advanced Criminal Investigation****3.00 units**  
CSU*Prerequisite: ADJ-13*

Description: Advanced training and skill development in crime scene investigation and in the recording, collection, and preservation of physical and testimonial evidence. Focus in on the understanding and working knowledge of fingerprints, ballistics firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 12 hours laboratory. (Letter grade only)

**ADJ-15****Narcotics****3.00 units**  
CSU*Prerequisite: None.*

Description: The study of the history and development of the criminal justice system's response to legal and illegal drugs, including alcohol. An overview of the manufacture, deportation, importation, distribution, and sales of legal and illegal drugs and the intersections with legal and illegal drug sales and use with criminal law and the criminal justice system, including a focus on changing and current legislation and the impact of drugs upon communities, including police and public safety agencies and corrections systems. A criminological analysis and evaluation of the effects of drug use on various societal systems peripheral to the criminal justice system. Identification of illegal drugs, enforcement procedures, and discussions of drugs as criminal evidence. 54 hours lecture. (Letter grade only)

**ADJ-19****Introduction to Policing****3.00 units**  
UC, CSU*Prerequisite: None*

Description: The history and development of American policing structures, including an overview of the different eras of policing and its evolution. An examination of community expectations of law enforcement and law enforcement professional expectations. An introduction to chain of command and the structure of police agencies, including recruitment and hiring practices. An analysis of the culture and training within law enforcement agencies, including a factual and research-based analysis of use of force issues. Discussion of successes and challenges within modern policing, including controversial topics within policing. Discussion of community oriented policing strategies, crime analysis, and future needs and evolutions of policing. 54 hours lecture. (Letter grade only)

**ADJ-20****Introduction to Corrections**  
(C-ID: AJ200)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An overview of the history of adult and juvenile correctional systems in the United States, including historical trends and the eras of correctional philosophy. This course is an analysis of the operation of correctional facilities, including jails, prisons, juvenile facilities, community corrections systems, and custodial facilities run by local, state, and federal jurisdictions. An introduction and overview of corrections-specific statutes, policies, and procedures and civil rights within American corrections. The course also provides an introduction and analysis of current institutions of corrections, modern policies and successes and challenges of correctional agencies, along with current and future needs within the system. 54 hours lecture. (Letter grade only)

**ADJ-21****Control and Supervision in Corrections****3.00 units**  
CSU*Prerequisite: None.*

Description: This course provides an overview of the operational procedure and policies for inmate and client custody and supervision within local, state, and federal correctional and detention facilities. An introduction to the continuum of control within correctional facilities, from daily institutional responsibilities and living experiences to crisis situation is provided. Discussion and analysis of the relationships between and among correctional officers and staff, administration, inmates, clients, victims, and communities. This includes discussion and evaluation of topics including correctional officer and inmate subcultures, gang and organized crime activity within correctional facilities, violence and criminal investigations within corrections systems, the effects of crowding on inmates and staff, and correctional officer wellness initiatives. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ADJ-22****Legal Aspects of Corrections****3.00 units**  
CSU*Prerequisite: None.*

Description: The development, philosophy, and Constitutional framework guiding correctional practice and policy. The statutory requirements, case law, and court precedent governing the correctional system and civil rights of incarcerated individuals. The legal responsibilities and liabilities of correctional facilities and professionals and judicial decisions interpreting individual rights and case law. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ADJ-24****Interviewing and Interrogation****3.00 units**  
CSU*Prerequisite: None*

Description: The history and development of interviewing and interrogation methodologies within the criminal justice system. An introduction to proper and legal interviewing strategies and techniques to obtain information from witnesses, victims, and suspects. Legal aspects of ethically and legally obtained information, admissions, statements, and confessions and admissibility of confessions. Discussion and instruction on verbal and non-verbal communication interviewing and interrogative strategies. 54 hours lecture. (Letter Grade only)

**ADJ-25****Introduction to Probation and Parole****3.00 units**  
CSU*Prerequisite: None.*

Description: A comprehensive introduction to the historical development of probation and parole systems, from early criminal court procedure through modern practice. Issues and trends in community-based correctional systems and alternatives to incarceration, including diversion, transitional living, halfway houses, and community treatment centers. The course emphasizes modern corrections-based efforts, including intermediate sanctions and community-based treatment, both theory and application. 54 hours lecture. (Letter grade only)

**ADJ-27****Forensic and Crime Scene Photography****3.00 units**  
CSU*Prerequisite: None*

Description: The theory and practice of forensic and crime scene photography, with a specific focus upon the proficiency and development of technical photography skills in legal and field environments. Students will obtain an introduction to the basic principles of photography and significant academic and technical exposure and skill-building in forensic photography, with a focus upon photographic documentation of forensic environments, including crime scene photography, injury documentation, traffic collision and property damage, evidence photography, forensic light source photography, low light/nighttime scene photography, specialized crime scene photography, and proper and lawful photographic evidence collection. A comprehensive review of academic legal knowledge regarding the rules of evidence and crime scene investigation techniques as it relates to crime scene photography. 36 hours lecture and 54 hours laboratory. (Same as PHO 27) (Letter grade only)

**ADJ-31****Cybercrime and Digital Forensics****3.00 units**  
CSU*Prerequisite: None.*

Description: Discussion and analysis of the applications of criminal behavior in online environments, including an analysis of the topics of hacking, digital piracy, online economic crimes, digital sex crimes, online harassment, cyber terror, and social media crimes. An examination of criminological theories related to cybercrime. An introduction to the evolution of digital forensics and key technological concepts for cybercrime investigators. An introduction and evaluation of antiforensic measures. An introduction to digital investigations and digital evidence, including identifying, collecting, documenting, and preserving digital evidence. An introduction to examinations of digital forensic evidence, including the use of digital forensic tools, both hardware and software. Discussion and evaluation of specialized investigative needs, including internet, email, and network forensics and mobile device forensics. An in-depth analysis of the legal considerations of cybercrime and digital investigations. An introduction to basic concepts of wellness for cybercrime professionals. 54 hours lecture and 12 hours lab. (Letter grade only)

**ADJ-200**

**Administration of Justice Work Experience** 1.00 - 4.00 units  
(C-ID:AJ200) CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate a student's on-the-job experience within the Administration of Justice professional field and their academic progression within the Administration of Justice program. This professional experience, which may be full- or part-time employment or internship/externship experience, provides students with valuable industry skills, technical knowledge, standards, and experiences that contribute to both student employability and student-centered community involvement and economic impact. Students may earn up to four (4) units per semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60/75 requirement, may be applied toward the work requirement. The course consists of 60 hours of volunteer work experience per unit with a maximum of 240 hours for 4 units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 hours for 4 units per semester. (Letter grade only)

## **AIR CONDITIONING (AIR)**

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**AIR-30**

**Residential System Installation** 3.00 units

*Prerequisite: None*

Description: Residential Air Conditioning installation, including residential split systems as well as Ductless mini-split zoned systems. Title 24 requirements including proper duct sizing and sealing. Class will include air balance and basic unit sizing. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**AIR-61A**

**Beginning Air Conditioning and Refrigeration I** 3.00 units

*Prerequisite: None*

Description: A basic study of the theory of thermodynamics and heat transfer as applied to mechanical vapor compression refrigeration cycle and system components. Classes include lectures with practical demonstrations and hands-on experience including laboratory projects demonstrate heat transfer theories and vapor compression mechanical system cycle components and accessories. A lab uniform is required for this course. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-61B**

**Advanced Air Conditioning and Refrigeration II** 3.00 units

*Prerequisite: AIR-61A*

Description: Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-64A**

**Beginning Air Conditioning and Refrigeration Electricity** 3.00 units

*Prerequisite: None*

Description: Basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Includes components and symbols, wiring diagrams, and wiring diagram exercises. A lab uniform is required for this course. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-64B**

**Advanced Air Conditioning and Refrigeration Electricity II** 3.00 units

*Prerequisite: AIR-64A*

Description: Introduction to procedures, techniques, and instruments utilized for troubleshooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**AIR-75**

**HVAC/R Systems Design** 3.00 units

*Prerequisite: None.*

*Advisory: AIR-61A.*

Description: Current industry practices for quality installation and design of residential air distribution systems as well as calculating heating and cooling loads to properly select air conditioning and heating systems. 45 lecture and 27 hours laboratory. (Letter grade only)

**AIR-76**

**Facilities Maintenance/Chillers** 3.00 units

*Prerequisite: None.*

*Advisory: AIR-61A.*

Description: Current industry practices in maintaining chilled water, hot water, steam, cooling towers, pumps, and energy management for central station systems. A lab uniform is required for this course. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-77**

**Energy Conservation Methods for HVACR** 3.00 units

*Prerequisite: None*

*Advisory: AIR-61A*

Description: Current industry practices for auditing energy losses in residential and light commercial buildings. Methods of conserving energy and sustaining natural resources are presented. Blower door diagnostics are featured. A lab uniform is required for this course. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-78**

**Safe Refrigerant Handling and Management** 3.00 units

*Prerequisite: None.*

Description: Current industry practices for recovery, reclamation, recycling and retro fitting. Emphasis is on safe use and management of common refrigerants as well as efficient use of pressure and temperature measurement to determine system operating parameters. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-80**  
**Gas Heating** **3.00 units**  
*Prerequisite: None*

Description: Basic principles of gas-fired furnaces. Introduction to gas heating, gas combustion, gas burners, gas ignition systems, safety and operating controls, installation practices, ventilation, venting, combustion air and gas troubleshooting. Emphasis is on service and maintenance of residential gas furnaces. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-83**  
**All Weather Heating and Cooling System** **3.00 units**  
*Prerequisite: None.*

*Advisory: AIR-61B.*  
 Description: Presents current industry practices for year-round conditioned air including air to air heat pumps, geothermal heat pumps, water source heat pumps, electric heat, and fuel oil heating. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-84**  
**Boiler and Hydronic Heating** **3.00 units**  
*Prerequisite: None.*

*Advisory: EST-10*  
 Description: Design, assembly, and operation of hot water boilers, hot water piping distribution (hydronic), and associated controls and control valves. Proper use of the related tools and safety included. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-90**  
**Building Automation Fundamentals** **3.00 units**  
*Prerequisite: AIR-61B*

Description: Basics of commercial HVAC control theory as it applies to electric, pneumatic, and digital control systems. Principles of chiller plant operation, air distribution, variable air volume(VAV), constant air systems, and multizone systems are discussed. A lab uniform is required for this course. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-91**  
**Advanced Building Control Networks** **3.00 units**  
*Prerequisite: AIR-90*

Description: Building Control Network implementations and protocol standards including web based applications, Building Automation and Control Networks (BACnet), local operating network (Lon-Talk), and proprietary Zero Net Energy (ZNE) monitoring systems will be introduced. BACnet is a communications protocol for building automation and control networks. It is an ASHRAE, ANSI, and ISO 16484-5 standard [1] protocol. Lon-Talk is a networking platform specifically created to address the needs of control applications. Routers, installation, and troubleshooting will also be studied. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-92**  
**Advanced Building Automation Networks And Programming** **3.00 units**  
*Prerequisite: AIR-90*

Description: Programming HVAC direct digital controllers using line (text) programming, icon based programming, and template programming. Stresses good programming practices including complete program documentation. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-200**  
**Air Conditioning Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*  
*Advisory: Students should have paid or voluntary employment.*  
 Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade on Pass/No Pass option)

## ANTHROPOLOGY (ANT)

**ANT-1**  
**Physical Anthropology** **3.00 units**  
 (C-ID:ANTH 110) UC, CSU

*Prerequisite: None*  
 Description: 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. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.(Letter grade only)

**ANT-1H**  
**Honors Physical Anthropology** **3.00 units**  
 (C-ID:ANT 110) UC, CSU

*Prerequisite: None.*  
*Limitation on enrollment: Enrollment in the RCCD Honors Program*

Description: This honors course offers an enriched 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. Students may not receive credit for both ANT 1 and ANT 1H. 54 hours lecture.(Letter grade only)

**ANT-1L**  
**Physical Anthropology Laboratory** **1.00 unit**  
 (C-ID:ANTH 115) UC, CSU

*Prerequisite: None*  
*Corequisite: ANT-1 or ANT-1H*  
 Description: Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory. (Letter grade only)

<p><b>ANT-2</b>  <b>Cultural Anthropology</b>  (C-ID:ANTH 120) <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: 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.(Letter grade only)</p>	<p><b>ANT-6</b>  <b>Introduction to Archaeology</b>  (C-ID:ANTH 150) <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: 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.(Letter grade only)</p>
<p><b>ANT-2H</b>  <b>Honors Cultural Anthropology</b>  (C-ID:ANTH 120) <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Enrollment in the Honors Program</i>  Description: 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. This 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 ANT-2 and ANT-2H. 54 hours lecture.(Letter grade only)</p>	<p><b>ANT-7</b>  <b>Anthropology of Religion</b>  <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: 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.(Letter grade only)</p>
<p><b>ANT-3</b>  <b>Prehistoric Cultures</b>  <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: 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. (Letter Grade only)</p>	<p><b>ANT-8</b>  <b>Language and Culture</b>  (C-ID:ANTH 130) <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ANT-4</b>  <b>Native American Cultures</b>  <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None.</i>  Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture. (Same as ETS-27) (Letter grade only)</p>	<p><b>ANT-10</b>  <b>Forensic Anthropology</b>  <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: 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.(Letter grade only)</p>
<p><b>ANT-5</b>  <b>Cultures of Ancient Mexico</b>  <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None</i>  Description: The development of civilization in ancient Mexico, integrating evidence from archaeology and the prehispanic 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. (Letter grade only)</p>	<p><b>ANT-16</b>  <b>Field Methods in Archaeology</b>  <b>3.00 units</b>  UC, CSU  <i>Prerequisite: ANT-6</i>  Description: Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Pass/No Pass or Letter Grade)</p>



## **APP DIGITAL MEDIA AND PRINTING (ADM)**

### **ADM-1**

**Introduction to Applied Digital Media and Printing** 3.00 units  
UC, CSU

*Prerequisite: None*

Description: Introduction to the Applied Digital Media and Printing program and the graphic communications industry. Provides an introduction to basic graphic design, typography, digital media, commercial printing, and production. 36 hours lecture and 72 hours laboratory. (Letter grade only)

### **ADM-2A**

**Color Systems and File Management** 2.00 units  
CSU

*Prerequisite: None.*

Description: A course in color systems, digital media technology, and computer file management for graphic designers. This includes color theory, color gamut, color profiles, file formats, digital imaging hardware and software technology for graphic communications. 27 hours lecture and 27 hours laboratory. (Letter grade only)

### **ADM-2B**

**Pre-Press and Printing Substrates** 2.00 units  
CSU

*Prerequisite: None.*

Description: A course in basic print production pre-press, pre-flight and printing substrates for graphic communications. This includes process and spot color separations, subtractive ink, paper and other substrates for professional print production. 27 hours lecture and 27 hours laboratory. (Letter grade only)

### **ADM-2C**

**Ethics and Legalities for Graphic Designers** 1.00 unit  
CSU

*Prerequisite: None.*

Description: An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture. (Letter grade only)

### **ADM-55**

**Business Management for Graphic Communications** 3.00 units  
CSU

*Prerequisite: None*

Description: Introductory course in business administration and management principles for graphic communications. This includes instruction in freelance practices, design services, sales, marketing, estimating, planning, budgeting, personnel management, safety and environmental issues. 54 hours lecture. (Letter grade only)

### **ADM-62**

**Typography and Graphic Design** 3.00 units  
CSU

*Prerequisite: None.*

Description: This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective visual communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print and digital media. 36 hours lecture and 72 hours laboratory. (Letter grade only)

### **ADM-63A**

**Design for Print Publication** 3.00 units  
CSU

*Prerequisite: None.*

Description: Beginning page layout and design for professional print publishing using Adobe InDesign. A course for graphic designers, production artists, and pre-press technicians. Integrates seamlessly with Adobe's other industry standard applications providing a consistent design environment. 36 hours lecture and 72 hours laboratory. (Letter grade only)

### **ADM-63B**

**Design for Electronic Publication** 3.00 units  
CSU

*Prerequisite: None*

*Advisory: ADM-63A*

Description: Advanced page layout and graphic design using Adobe InDesign. This course emphasizes the design and the production of interactive and multimedia documents in a variety of formats intended for electronic publishing. This includes digital media, web, mobile and tablet devices. 36 hours lecture and 72 hours laboratory. (Letter grade only)

### **ADM-67**

**Multimedia Animation** 3.00 units  
CSU

*Prerequisite: None.*

Description: A comprehensive course exploring the digital techniques, methods and software tools used by the industry to develop digital animation suitable for motion graphics, web design, film, video and multimedia platforms. 36 hours lecture and 72 hours laboratory. (Letter grade only)

### **ADM-68A**

**3D Animation With Maya I** 3.00 units  
CSU

*Prerequisite: None*

Description: A beginning course for animators, designers, and artists in 3D modeling, animation and computer graphics using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory. (Letter grade only)

<b>ADM-68B</b> <b>3D Animation With Maya II</b>	<b>3.00 units</b> CSU	<b>ADM-74A</b> <b>Web Design</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: ADM-68A.</i></p> <p>Description: An intermediate course for animators, designers, and artists in 3D modeling, animation and computer graphics using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Basic web design and the fundamentals of web technology for graphic designers. Students will be introduced to various user-friendly web-building software applications. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	
<b>ADM-69</b> <b>Motion Graphics and Special Effectswith After Effects</b>	<b>3.00 units</b> CSU	<b>ADM-74B</b> <b>Web Design with Dreamweaver</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None</i></p> <p>Description: An introductory course that focuses on the methods and techniques used to design motion graphics and special effects for video, film, and animated projects using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, animation, and digital special effects for creative visual communication and effective motion graphics. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p><i>Advisory: ADM-74A.</i></p> <p>Description: Intermediate web design course including contemporary web technology and trends for graphic designers. Students will be introduced to professional grade website building software like Adobe Dreamweaver including basic coding and scripting. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	
<b>ADM-70</b> <b>Project Production and Portfolio</b>	<b>3.00 units</b> CSU	<b>ADM-77A</b> <b>Adobe Illustrator for Graphic Art</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: ADM-1 and ADM-62 and ADM-71A or CIS-78A or ART-36A.</i></p> <p><i>Advisory: ADM-63A, ADM-77A.</i></p> <p>Description: Portfolio exit course for graduating students in graphic communications that covers career planning in various fields such as graphic design, multimedia art, production, advertising, and commercial printing. Includes job skills preparation, self-promotion techniques, production experience and personal portfolio and website development for job applications. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: An introductory course in the use of Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications and commercial art. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	
<b>ADM-71A</b> <b>Adobe Photoshop for Image Manipulation</b>	<b>3.00 units</b> CSU	<b>ADM-77B</b> <b>Adobe Illustrator, Advanced</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p>Description: An introductory course in image manipulation for graphic designers using Adobe Photoshop. This includes image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: ADM-77A or CIS-79 or CAT-79.</i></p> <p>Description: A course including advanced techniques using Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications and commercial art. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	
<b>ADM-71B</b> <b>Adobe Photoshop, Advanced</b>	<b>3.00 units</b> CSU	<b>ADM-84A</b> <b>Screen Printing</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: ADM-71A or ART-36A or PHO-18 or CIS-78A or CAT-78A.</i></p> <p>Description: An advanced course in image manipulation for graphic designers using Adobe Photoshop. This includes advanced instruction in image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Basic elements and methods of screen printing. Students produce single and two-color designs applied to fabric and paper. Set up techniques may include a variety of stencil making methods such as film generation and photo-emulsion exposure and screen application. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	
		<b>ADM-84B</b> <b>Screen Printing, Advanced</b>	<b>3.00 units</b> CSU
		<p><i>Prerequisite: ADM-84A.</i></p> <p>Description: Advanced techniques in commercial screen printing. Students produce professional quality multicolored designs applied to fabric and paper using spot color separations and image registration. Set up techniques may include a variety of stencil making methods such as film generation and photo-emulsion exposure and screen application. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	

**ADM-85A**  
**Commercial Printing** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Introductory course in the set-up and operation of commercial printing equipment including: offset printing presses, digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-85B**  
**Commercial Printing, Advanced** **3.00 units**  
 CSU

*Prerequisite: ADM-85A*

Description: Advanced instruction in the set-up and operation of commercial printing equipment including: offset printing presses, digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-200**  
**Applied Digital Media Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass option)

**ADM-801**  
**Design Process for Graphic Design and Printing** **0 units**  
**Entrepreneur**

*Prerequisite: None*

Description: A short course that focuses on the design process for graphic design and printing entrepreneurs. 8 hours lecture and 8 hours laboratory. (Pass/No Pass only)

**ADM-802**  
**Adobe Illustrator for Graphic Design and Printing** **0 units**  
**Entrepreneur**

*Prerequisite: None*

Description: A short course that focuses on the introductory vector-based illustration using Adobe Illustrator for graphic design and printing entrepreneurs. 8 hours lecture and 8 hours laboratory. (Pass/No Pass only)

**ADM-803**  
**Adobe Photoshop for Graphic Design and Printing** **0 units**  
**Entrepreneur**

*Prerequisite: None*

Description: A short course that focuses on the introductory image manipulation using Adobe Photoshop for graphic design and printing entrepreneurs. 8 hours lecture and 8 hours laboratory. (Pass/No Pass only)

**ADM-804**  
**Promotional Printing for Graphic Design and Printing** **0 units**  
**Entrepreneur**

*Prerequisite: None*

Description: A short course that focuses on the introductory promotional printing techniques and press operations for graphic design and printing entrepreneurs. 8 hours lecture and 8 hours laboratory. (Pass/No Pass only)

## ARABIC (ARA)

**ARA-1**  
**Arabic 1** **5.00 units**  
 UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Arabic at the beginning level. Includes discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-2**  
**Arabic 2** **5.00 units**  
 UC, CSU

*Prerequisite: ARA-1*

Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-3**  
**Arabic 3** **5.00 units**  
 UC, CSU

*Prerequisite: ARA-2*

Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-8**  
**Intermediate Conversation** **3.00 units**  
UC, CSU

*Prerequisite: ARA-2*

Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Arabic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ARA-11**  
**Arabic Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: 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. (Letter Grade, or Pass/No Pass option)

**ARA-11H**  
**Honors Arabic Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Enrollment in the Honors Program.*

Description: Introductory survey of Arabic culture and civilization intended for students in the Honors Program, as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. This 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. 54 hours lecture (Letter Grade, or Pass/No Pass option)

## ART (ART)

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**ART-6**  
**Art Appreciation** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1A.*

Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as AHS-6) (Letter Grade, or Pass/No Pass option.)

**ART-6H**  
**Honors Art Appreciation** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: 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 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. (Same as AHS-6H) (Letter Grade, or Pass/No Pass option.)

**ART-11**  
**Gallery and Exhibition Design** **3.00 units**  
CSU

*Prerequisite: None.*

Description: Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-15**  
**Beginning Ceramics** **3.00 units**  
(C-ID:ARTS 230)  
UC, CSU

*Prerequisite: None.*

Description: An introduction to ceramic art and pottery making. Hand built 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. (Letter Grade, or Pass/No Pass option.)

**ART-16**  
**Intermediate Ceramics** **3.00 units**  
UC, CSU

*Prerequisite: ART-15.*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**ART-17**  
**Beginning Drawing** **3.00 units**  
(C-ID:ARTS 110)  
UC, CSU

*Prerequisite: None.*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**ART-18**  
**Intermediate Drawing** **3.00 units**  
(C-ID:ARTS 205)  
UC, CSU

*Prerequisite: ART-17.*

Description: Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

<p><b>ART-19</b> <b>Experimental Methods and Materials</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: ART-17.</i></p> <p>Description: The use of experimental methods and materials in creating two dimensional artwork. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark-making, mixed-media, expression, concept, and context will be investigated. Students will be encouraged to access less conventional solutions to a variety of projects. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-24</b> <b>Three Dimensional Design</b> <b>3.00 units</b> (C-ID:ARTS 101) UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: 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. (Materials Fee: \$15) (Letter Grade, or Pass/No Pass option)</p>
<p><b>ART-20</b> <b>Beginning Sculpture</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: 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. (Materials fee: \$15) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-25A</b> <b>Watercolor - Beginning</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: ART-17.</i></p> <p>Description: Fundamentals of painting with transparent watercolors at an introductory level. Basic 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. (Letter Grade, or Pass/No Pass option)</p>
<p><b>ART-21</b> <b>Intermediate Sculpture</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: ART-20.</i></p> <p>Description: 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. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-25B</b> <b>Watercolor - Intermediate</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: ART-25A.</i></p> <p>Description: Intermediate-level painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>
<p><b>ART-22</b> <b>Basic Design</b> <b>3.00 units</b> (C-ID:ARTS 100) UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: An introduction to the fundamentals of two-dimensional design. The organization of visual elements according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill, and presentation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>	<p><b>ART-26</b> <b>Beginning Painting</b> <b>3.00 units</b> (C-ID:ARTS 210) UC, CSU</p> <p><i>Prerequisite: ART-17.</i></p> <p>Description: An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-23</b> <b>Color Theory and Design</b> <b>3.00 units</b> (C-ID:ARTS 270) UC, CSU</p> <p><i>Prerequisite: ART-22 or ART-17.</i></p> <p>Description: The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-27</b> <b>Intermediate Painting</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: ART-23 or ART-26.</i></p> <p>Description: Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual, compositional, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>

**ART-28A**  
**Studio Painting-Portfolio Preparation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-27.*

Description: Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-28B**  
**Studio Painting-Portfolio Presentation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-28A.*

Description: Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30A**  
**Printmaking-Introduction** **3.00 units**  
 (C-ID:ARTS 220) UC, CSU

*Prerequisite: None.*

Description: Introduction to the printmaking studio and the design and creation of original prints using a variety of 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. (Letter Grade, or Pass/No Pass option.)

**ART-30B**  
**Printmaking-Intermediate** **3.00 units**  
 UC, CSU

*Prerequisite: ART-30A.*

Description: Intermediate level of printmaking. The design and creation of original prints using a variety of techniques as student progress in the art form. 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. (Letter Grade, or Pass/No Pass option.)

**ART-34**  
**Studio Three Dimensional Design** **3.00 units**  
 UC, CSU

*Prerequisite: ART-24.*

Description: 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. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Materials Fee: \$15) (Letter Grade, or Pass/No Pass option.)

**ART-35A**  
**Illustration - Beginning** **3.00 units**  
 UC, CSU

*Prerequisite: ART-17.*

*Advisory: ART-23 or ART-26.*

Description: Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-35B**  
**Illustration - Intermediate** **3.00 units**  
 UC, CSU

*Prerequisite: ART-35A.*

*Advisory: ART-23 or ART-26.*

Description: Course work that reflects the types of intermediate assignments an illustrator may encounter in the industry. Students will combine traditional and non-traditional techniques to create projects that reflect an intermediate level of finish and format. Projects will focus on conceptual content and process, and represent a range of possible industry application, such as entertainment design, editorial illustration and illustrations for an interactive environment. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36A**  
**Computer Art-Introduction** **3.00 units**  
 (C-ID:ARTS 250) UC, CSU

*Prerequisite: None.*

Description: Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-36B**  
**Computer Art-Intermediate** **3.00 units**  
 UC, CSU

*Prerequisite: ART-36A.*

Description: Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-38**  
**Studio Illustration** **3.00 units**  
 CSU

*Prerequisite: ART-35A.*

Description: 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. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

<p><b>ART-40A</b>  <b>Figure Drawing-Introduction</b>            (C-ID:ARTS 200)  <i>Prerequisite: ART-17.</i>            Description: Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>            UC, CSU</p>	<p><b>ART-42B</b>  <b>Studio Figure Drawing-PortfolioPresentation</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-42A.</i>            Description: Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-40B</b>  <b>Figure Drawing-Intermediate</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-40A.</i>            Description: Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option).</p>	<p><b>3.00 units</b>            UC, CSU</p>	<p><b>ART-43A</b>  <b>Studio Figure Painting-PortfolioPreparation</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-41B.</i>            Description: Continued figure painting studio work for the self-motivated student with emphasis on individual art problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-41A</b>  <b>Figure Painting-Introduction</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-26 or ART-40A and ART-17.</i>            Description: Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)</p>	<p><b>3.00 units</b>            UC, CSU</p>	<p><b>ART-43B</b>  <b>Studio Figure Painting-PortfolioPresentation</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-43A</i>            Description: Continued figure painting studio for the self-motivated student, with emphasis on individual art problems, independence, and portfolio refinement and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-41B</b>  <b>Figure Painting-Intermediate</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-41A.</i>            Description: Intermediate level of figure painting, with further development and refinement of painting compositions with the human form. Students will draw and paint from a nude model using a variety of methods and materials. Students pay for their own materials 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)</p>	<p><b>3.00 units</b>            UC, CSU</p>	<p><b>ART-44A</b>  <b>Beginning Animation Principles</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-17.</i>  <i>Advisory: ART-22 and ART-40A.</i>            Description: Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-42A</b>  <b>Studio Figure Drawing-PortfolioPreparation</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-40B.</i>            Description: Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>3.00 units</b>            UC, CSU</p>	<p><b>ART-44B</b>  <b>Intermediate Animation Principles</b>            3.00 units            UC, CSU  <i>Prerequisite: ART-44A.</i>  <i>Advisory: ART-22 and ART-40A.</i>            Description: Intermediate level of animation principles where emphasis will be on more developed animation techniques and exercises of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>

**ART-44C**  
**Advanced Animation Principles** **3.00 units**  
 UC, CSU

*Prerequisite: ART-44B.*

*Advisory: ART-22 and ART-40A.*

Description: Advanced animation principles with emphasis on portfolio-ready traditional animation and experimental animation methods. Developed traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-45**  
**Studio Watercolor Painting** **3.00 units**  
 UC, CSU

*Prerequisite: ART-25A.*

Description: 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. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade, or Pass/No Pass option.)

**ART-46**  
**Studio Sculpture** **3.00 units**  
 UC, CSU

*Prerequisite: ART-21.*

Description: Continued studio work in sculpture, with emphasis on individual problems, for the self-motivated student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-47**  
**Studio Ceramics** **3.00 units**  
 UC, CSU

*Prerequisite: ART-16.*

Description: Continued studio work in ceramics, with emphasis on individual problems, for the self-motivated student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48A**  
**Studio Drawing-Portfolio Preparation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-18.*

Description: Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48B**  
**Studio Drawing-Portfolio Presentation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-48A.*

Description: Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-49A**  
**Studio Printmaking-PortfolioPreparation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-30B.*

Description: Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, and portfolio preparation and development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Materials Fee: \$15) (Letter grade, or Pass/No Pass option)

**ART-49B**  
**Studio Printmaking-PortfolioPresentation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-49A.*

Description: Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, refinement, and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-50A**  
**Beginning Storyboarding** **3.00 units**  
 CSU

*Prerequisite: ART-17.*

*Advisory: ART-22 and ART-40A.*

Description: Introduction to storyboarding with animation principles. Basic concepts of writing and directing for animation, dialogue and story development will be explored in making basic story reel structure. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-50B**  
**Intermediate Storyboarding** **3.00 units**  
 CSU

*Prerequisite: ART-50A.*

*Advisory: ART-22 and ART-40A.*

Description: Intermediate level of storyboarding with animation principles where emphasis will be on developed cinematic storytelling techniques and compositions. More developed concepts of writing and directing for animation, dialogue and story development will be explored in making a story reel with a linear computer editing. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)



**ART-51A**  
**Beginning Animation Production** **3.00 units**  
 UC, CSU

*Prerequisite: ART-17.*  
*Advisory: ART-22 and ART-40A.*

Description: Introduction to animation production pipeline and film-making with animation principles. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-51B**  
**Intermediate Animation Production** **3.00 units**  
 UC, CSU

*Prerequisite: ART-51A.*  
*Advisory: ART-22 and ART-40A.*

Description: Intermediate level of animation production pipeline and film-making with animation principles. More developed story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-200**  
**Art Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*  
*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

## **ART HISTORY (AHS)**

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**AHS-1**  
**History of Western Art: Prehistoric, Ancient, and Medieval** **3.00 units**  
 UC, CSU

*Prerequisite: None.*  
*Advisory: ENG-1A.*

Description: Survey of the history of Western art: Painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture (Letter Grade, or Pass/No Pass option)

**AHS-1H**  
**Honors History of Western Art: Prehistoric, Ancient, Medieval** **3.00 units**  
 UC, CSU

*Prerequisite: None.*  
*Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. Students may not receive credit for both AHS-1 and AHS-1H. 54 hours lecture. (Letter grade only)

**AHS-2**  
**History of Western Art: Renaissance through Contemporary** **3.00 units**  
 UC, CSU

*Prerequisite: None.*  
*Advisory: ENG-1A.*

Description: Survey of the history of Western art: Painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both AHS-2 and AHS-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**AHS-2H**  
**Honors History of Western Art: Renaissance through Contemporary** **3.00 units**  
 UC, CSU

*Prerequisite: None.*  
*Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through Contemporary art. Students may not receive credit for both AHS-2 and AHS-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**AHS-3**  
**Islamic Art History** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An introduction to Islamic art from the seventh century to the present. Students will explore international and regional styles of various types of buildings (such as mosques), as well as in painting, calligraphy, and the decorative arts. They will get acquainted with both local and international styles of Islamic art and architecture and the ways in cross-fertilization of stylistic and architectural features took place. 54 hours lecture. (Letter Grade only)

**AHS-4**  
**Introduction to Visual Culture** **3.00 units**  
 UC, CSU

*Prerequisite: None.*  
*Advisory: ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, video games, and in other digital media. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

<p><b>AHS-5</b>  <b>Arts of Africa, Oceania, and Indigenous North America</b>  {{}}  <i>Prerequisite: None.</i>  <i>Advisory: ENG-1A and college level reading recommended.</i>  Description: 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 Indigenous North America, Oceania, and Africa. 54 hours lecture. (Letter Grade, or Pass/No pass option)</p>	<p><b>3.00 units</b>   UC, CSU</p>	<p><b>AHS-9</b>  <b>African Art History</b>   <i>Prerequisite: None.</i>  Description: A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics, and textiles will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>
<p><b>AHS-6</b>  <b>Art Appreciation</b>   <i>Prerequisite: None.</i>  <i>Advisory: ENG-1A.</i>  Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as ART-6) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>AHS-10</b>  <b>Modern and Contemporary Art History</b>   <i>Prerequisite: None.</i>  Description: A survey of the development and history of modern art with emphasis on its major movements, leading artists, and contemporary trends. Painting, sculpture, and architecture will be discussed in terms of their historical, social, and political context. Beginning with mid-19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>
<p><b>AHS-6H</b>  <b>Honors Art Appreciation</b>   <i>Prerequisite: None.</i>  <i>Advisory: ENG-1A.</i>  <i>Limitation on enrollment: Enrollment in the Honors Program.</i>  Description: 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 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 AHS-6 and AHS-6H. 54 hours lecture. (Same as ART-6H) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>AHS-11</b>  <b>Visual Description: Writing About Art</b>   <i>Prerequisite: None</i>  <i>Advisory: ENG-1A.</i>  Description: An introduction to the fundamentals of writing about visual things, particularly works of art, through an exploration of analyses typically used by art historians, art critics, and artists, themselves. May include but not limited to visually descriptive and analytical art writing, compiling annotated art bibliographies with traditional and online resources, crafting an artist's statement, defining research topics in the arts, and writing project or grant proposals. 54 hours lecture. (Letter grade or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>
<p><b>AHS-7</b>  <b>Women Artists in History</b>   <i>Prerequisite: None.</i>  <i>Advisory: ENG-1A.</i>  Description: Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>AHS-12</b>  <b>Asian Art History</b>  (C-ID:ARTH 130)  <i>Prerequisite: None.</i>  Description: A survey of the history of Asian art from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting, and the minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>
<p><b>AHS-8</b>  <b>Art History of the Photographic Image</b>   <i>Prerequisite: None.</i>  Description: Survey of the history of still photography from the discipline's inception to the present digital age. Explores the medium of photography as a form of visual communication in historical, socio-political, and cultural contexts. Topics include the evolution of photographic images, process, delivery, and meaning. Students develop visual literacy through verbal and written analyses. 54 hours lecture. (Letter grade or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>AHS-13</b>  <b>Pre-Columbian Art History</b>  (C-ID:ARTH 145)  <i>Prerequisite: None.</i>  <i>Advisory: Qualification for ENG-1A.</i>  Description: A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Letter grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b>  UC, CSU</p>

**AHS-14**  
**Latin American Art: Colonial to the Present** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Description: Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**AHS-15**  
**Rome: the Ancient City** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: The art and culture of the ancient city of Rome. Major works of art and architecture will be studied in cultural and historical context. The importance of Rome and the Romans to later cultures will be explored. 54 hours lecture. (Letter grade or Pass/No Pass option)

## **ASL - AMERICAN SIGN LANGUAGE (ASL)**

**ASL-1**  
**American Sign Language 1** **4.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Focus on developing basic principles and skills of American Sign Language (ASL) through cultural appreciation and non-verbal 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. (TBA Option) (Letter grade only)

**ASL-2**  
**American Sign Language 2** **4.00 units**  
 UC, CSU

*Prerequisite: ASL-1.*

Description: 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. Non-verbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory. (TBA option)(Letter grade only.)

**ASL-3**  
**American Sign Language 3** **4.00 units**  
 UC, CSU

*Prerequisite: ASL-2.*

Description: 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 ASL at the intermediate level. This course includes an expanded discussion of Deaf cultural issues and daily life. 72 hours lecture and 18 hours laboratory. (TBA option)(Letter grade only.)

**ASL-4**  
**American Sign Language 4** **4.00 units**  
 UC, CSU

*Prerequisite: ASL-3.*

Description: 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 through various online media of varying lengths at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory. (TBA option)(Letter grade only.)

**ASL-5**  
**American Sign Language for Interpreters** **4.00 units**  
 CSU

*Prerequisite: ASL-4.*

*Corequisite: ASL-11.*

Description: This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Education 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 anthropological linguistic evolution of ASL and the Socio-linguistics of American Sign Language, including the grammatical functions of ASL within discourse. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ASL-10**  
**Introduction to Sign Language Interpreting** **3.00 units**  
 CSU

*Prerequisite: ASL-2.*

Description: An introduction to ASL/English interpretation between deaf and hearing people. Focus 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.(Letter grade only.)

**ASL-11**  
**American Sign Language Interpreting I** **4.50 units**  
 CSU

*Prerequisite: ASL-4.*

*Corequisite: ASL-5.*

Description: Development of skills necessary for ASL interpretation. Emphasis on voice-to-sign (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option) (Letter grade only.)

**ASL-12**  
**American Sign Language Interpreting II** **4.50 units**  
 CSU

*Prerequisite: ASL-11.*

Description: Development of skills necessary for ASL interpretation. Emphasis on Sign-to-Voice (ASL to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option) (Letter grade only.)

**ASL-13**  
**American Sign Language Interpreting III** **4.50 units**  
 CSU

*Prerequisite: ASL-12.*

Description: Students will further develop simultaneous interpreting, and be provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. Lab experience is an internship with an experienced professional ASL/English and/or ASL/English/Spanish interpreter. 72 hours lecture and 27 hours laboratory observation. (TBA option)(Letter grade only.)

**ASL-14**  
**American Sign Lang Interpreting IV Practicum** **2.00 units**  
 CSU

*Prerequisite: ASL-13.*

Description: Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 laboratory hours. (TBA option) (Letter grade only)

**ASL-20**  
**Ethical and Professional Standards of Interpreting** **3.00 units**  
 CSU

*Prerequisite: ASL-2.*

Description: Focus on the Registry of Interpreters for the Deaf Code of Professional Conduct pertaining to the professional standards of behavior and ethical conduct for ASL/English interpreters. Explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the conduct governing this profession, on a macro, as well as micro, level. 54 hours lecture. (Letter grade only)

**ASL-22**  
**American Deaf Culture** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An introduction to culture and values of Deaf people in North America as reflected in art, historical, educational, language, literature, multicultural, philosophical, political, psychological and social events of the deaf and hard of hearing. Class conducted in American Sign Language with English translation. No knowledge of American Sign Language is required. 54 hours lecture. (Letter grade only)

## ASTRONOMY (AST)

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**AST-1A**  
**Introduction to the Solar System** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-82 or qualifying placement level.*

Description: A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture. (Letter grade only.)

**AST-1B**  
**Introduction to the Stars and Galaxies** **3.00 units**  
 UC, CSU

*Prerequisite: AST-1A.*

Description: A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture. (Letter grade only)

## AUTOMOTIVE BODY TECHNOLOGY (AUB)

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**AUB-50**  
**Introduction to Automotive Collision Repair** **4.00 units**  
*Prerequisite: None.*

Description: Automotive collision damage repair theory and practical application with emphasis on the proper use of hand and power tools, spray equipment, refinishing materials, surface preparation, and shop safety awareness and practice. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**AUB-51**  
**Automotive Non-Structural Collision Repair and Estimating** **4.00 units**  
*Prerequisite: None.*

*Advisory: AUB-50.*

Description: Designed to teach students basic skills and processes to repair non-structural components of automotive bodies, as well as an introduction to writing estimates for the cost of labor and materials associated with the collision repair. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**AUB-52**  
**Automotive Refinishing and Paint** **4.00 units**  
*Prerequisite: None.*

*Advisory: AUB-50.*

Description: Theory and practice in automotive refinishing with emphasis on paint preparation, partial and complete vehicle painting, single and multiple stage paint application, color-sand and buffing. 36 hours lecture and 108 hours laboratory. (Letter grade only)

**AUB-53**  
**Automotive Collision Repair Special Projects** **4.00 units**  
*Prerequisite: None.*

*Corequisite: AUB-50.*

Description: A special projects class for students who need in-depth experience in a particular auto body discipline. Course provides students with an opportunity for additional skill and competency development within the subject matter. 36 hours lecture and 108 hours laboratory. (Letter grade only)

**AUB-54**  
**Automotive Structural Collision Repair and Frame** 4.00 units  
*Prerequisite: None.*  
*Corequisite: AUB-50.*

Description: Theory and application of techniques associated with the repair of severe collision damage by measuring and straightening the various types of frame structures of modern vehicles. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**AUB-55**  
**Automotive Advanced Refinishing and Custom Paint** 4.00 units  
*Prerequisite: None*  
*Corequisite: AUB-52.*

Description: Designed for students who have prior knowledge of automobile refinishing techniques. Course includes advanced refinishing techniques, procedures, and materials including multicolored schemes, air brush, pinstripes, candy and translucent finishes. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**AUB-56**  
**Automotive Technology for the Automotive Collision Specialist** 4.00 units  
*Prerequisite: AUB-50 or AUT-50.*

Description: Designed to give the automotive collision repair technician basic knowledge of mechanical principles needed to properly complete all repairs after collision damage. Areas of emphasis consist of, but not limited to, electricity, brakes, suspension and steering, and air conditioning. 45 hours lecture and 81 hours laboratory. (Letter grade only.)

**AUB-57**  
**Antique and Classic Auto Restoration and Fabrication** 4.00 units  
*Prerequisite: None.*  
*Corequisite: AUB-50.*

Description: Processes and techniques for the restoration and fabrication of the exterior body of antique, classic and custom vehicles. Includes the theory and practice of metal shaping techniques, metal forming, metal shrinking and stretching, planishing as well as the design and utilization of paper patterns, molds, and bucks. 36 hours lecture and 108 hours laboratory. (Letter grade only)

**AUB-59A**  
**Automotive Collision Service and Repair** 2.00 units  
*Prerequisite: AUB-50.*

Description: Principles of service and repair procedures relating to an automotive collision repair program with emphasis on structural and non-structural collision repair laboratory experience. 108 hours laboratory. (Letter grade only.)

**AUB-59B**  
**Automotive Refinishing Service and Repair** 2.00 units  
*Prerequisite: AUB-52.*

Description: Principles of service and repair procedures relating to an automotive collision repair program with emphasis on refinishing and paint repair laboratory experience. 108 hours laboratory. (Letter grade only.)

**AUB-60**  
**Automotive Trim and Upholstery I** 4.00 units  
*Prerequisite: None.*  
*Advisory: AUB-50.*

Description: Designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course includes adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down and procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**AUB-61**  
**Automotive Trim and Upholstery II** 4.00 units  
*Prerequisite: AUB-60.*

Description: 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. (Letter grade only)

**AUB-200**  
**Autobody Work Experience** 1.00 - 4.00 units  
 CSU

*Prerequisite: None.*  
*Advisory: Students should have paid or voluntary employment.*  
 Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## AUTOMOTIVE TECHNOLOGY (AUT)

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**AUT-1A**  
**Automotive Engine Repair (upper End)** 4.00 units  
*Prerequisite: AUT-50.*

Description: Theory and principles of engine operation with emphasis on mechanical diagnosis, engine disassembly, rebuilding, reassembly, and related service of upper end engine components. Emphasis placed upon precision measuring. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-1B****Automotive Engine Repair (lower End) 4.00 units***Prerequisite: AUT-50.*

Description: Theory and principles of operation for engine mechanical diagnosis, engine disassembly, rebuilding, reassembly, and related service of lower end engine components. Emphasis placed upon precision measuring. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-2****Automotive Automatic Transmission/Transaxles 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to inspect, service, diagnose, repair, and rebuild automatic transmissions and transaxles. Emphasis placed on disassembly, component measurement, and reassembly. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-3****Automotive Manual Drivetrain Systems 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to inspect, service, diagnose, repair, and rebuild manual transmissions/transaxles and drivetrain systems. Emphasis placed on disassembly, component measurement, and reassembly. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-4A****Automotive Steering and Suspension 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to identify, inspect, test, service, and diagnose automotive steering and suspension systems. Emphasis placed on wheel alignment, vibration correction, system inspection, diagnosis, and repair/replacement of faulty components. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-4B****Advanced Suspension and Brake Systems 4.00 units***Prerequisite: AUT-6A.**Corequisite: AUT-5, AUT-4A.*

Description: Advanced Suspension and Brake Systems focuses on computer controlled suspension, steering and braking systems. Emphasis placed on theory, operation, diagnosis, and repair of systems found on modern automobiles. 45 hours lecture 81 hours laboratory. (Letter grade only)

**AUT-5****Automotive Brakes 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to identify, inspect, test, service, and diagnose automotive braking systems. Emphasis placed on brake system malfunction, abnormal wear diagnosis, and correction procedures. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-6A****Automotive Electrical Systems 1 4.00 units***Prerequisite: None.**Corequisite: AUT-50.*

Description: Prepares students to inspect, test, and repair electrical circuits found on modern automobiles. Emphasis will be placed on using wiring diagrams, electronic component locators, digital multimeters, and related test equipment to diagnose and repair automotive electrical and electronic circuits. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-6B****Automotive Electrical Systems 2 4.00 units***Prerequisite: AUT-6A.*

Description: Automotive Electrical Systems 2 focuses on advanced electrical and electronics systems. Emphasis placed on theory, operation, diagnosis and repair of advanced electrical/electronic system found on modern automobiles. 45 hours lecture 81 hours laboratory. (Letter grade only)

**AUT-7****Automotive Heating and Air Conditioning 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to identify, inspect, test, service, and diagnose automotive heating and air conditioning systems. Emphasis placed on diagnosis, service, and safe handling of refrigerants. 45 hours lecture and 81 hours laboratory. (Letter grade only)

**AUT-8A****Automotive Engine Performance 1 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to service, diagnose, and repair base engine, ignition, fuel, and computer control systems. Emphasis placed on inspection procedures, the troubleshooting process, and electrical fault diagnosis. Battery, starting, and charging systems will be discussed as they relate to engine performance. 45 hours lecture and 81 hours laboratory. (Letter grade only.)

**AUT-8B****Automotive Engine Performance 2 4.00 units***Prerequisite: AUT-8A and AUT-6A. Other: ASE A8**Certification (engine performance) and ASE A6 Certification (electrical systems)*

Description: Prepares students to inspect, diagnose, and repair computer controlled systems found on modern automobiles. Powertrain and transmission control module operation and its effect on engine performance, transmission operation and emission controls are discussed. Emphasis placed on OBD II system operation, diagnosis and repair. 45 hours lecture and 81 hours laboratory. (Letter grade only.)

**AUT-8C****Automotive Emission Controls 4.00 units***Prerequisite: AUT-6A and AUT-8A. Other: Current ASE certification in A6 (Electrical Systems) and Current ASE certification in A8 (Engine Performance)*

Description: Prepares students to inspect, diagnose and repair automotive emission control systems. Emphasis placed on 5 gas analysis, state emission laws, state license requirements and dynamometer operation. 45 hours lecture and 81 hours laboratory. (Letter grade only)

- AUT-13A**  
**Hybrid and Electric Vehicle Technology 1** **3.00 units**  
*Prerequisite: AUT-50 and AUT-6A.*  
*Advisory: AUT-8A.*  
 Description: Prepares students to inspect, service, diagnose, and repair hybrid and electric vehicle systems. Topics include: high voltage safety, hybrid and electric vehicle propulsion systems, battery technology, and peripheral systems used on hybrid and electric vehicles. Emphasis placed on safely working around and repairing high voltage systems. 36 hours lecture and 54 hours laboratory. (Letter grade only)
- AUT-13B**  
**Advanced Hybrid and Electric Vehicle Technology** **4.00 units**  
*Prerequisite: AUT-13A.*  
 Description: Prepares students to service, diagnose, and repair high voltage systems found on modern hybrid and electric vehicles. Emphasis placed upon high voltage battery packs, propulsion systems, charging systems, and related hybrid/EV control systems. Intended for students and technicians who already have an understanding of hybrid and electric vehicle technology. 45 hours lecture and 81 hours laboratory. (Letter grade only)
- AUT-50**  
**Automotive Principles** **4.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: General theory, principles and service procedures relating to an introduction to automotive technology with emphasis being placed upon component identification, basic functions, minor maintenance and service. 63 hours lecture and 27 hours laboratory. (Letter grade only)
- AUT-58**  
**Automotive Diesel Mechanics** **4.00 units**  
*Prerequisite: None.*  
 Description: 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. (Letter grade only.)
- AUT-200**  
**Automotive Work Experience** **1.00 - 4.00 units**  
 CSU  
*Prerequisite: None.*  
*Advisory: Students should have paid or voluntary employment.*  
 Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)
- AUT-801**  
**Ase Test Preparation- Engine Repair** **0 units**  
*Prerequisite: None.*  
 Description: ASE Test Preparation: Engine Repair is designed to prepare technicians and students to successfully complete the A1 Engine Repair ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)
- AUT-802**  
**Ase Test Preparation- Automatic Transmission/ Transaxle** **0 units**  
*Prerequisite: None.*  
 Description: ASE Test Preparation - Automatic Transmission/ Transaxle is designed to prepare technicians and students to successfully complete the A2 Automatic Transmission/Transaxle ASE (Automotive Service Excellence) exam. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)
- AUT-803**  
**Ase Test Preparation- Manual Drive Train and Axles** **0 units**  
*Prerequisite: None.*  
 Description: ASE Test Preparation - Manual Drive Train and Axles is designed to prepare technicians and students to successfully complete the A3 Manual Drive Train and Axles ASE (Automotive Service Excellence) exam. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)
- AUT-804**  
**ASE Test Preparation - Suspension and Steering** **0 units**  
*Prerequisite: None.*  
 Description: ASE Test Preparation - Suspension and Steering is designed to prepare technicians and students to successfully complete the A4 Suspension and Steering ASE (Automotive Service Excellence) exam. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)
- AUT-805**  
**ASE Test Preparation- Brakes** **0 units**  
*Prerequisite: None.*  
 Description: Prepares technicians and students to successfully complete the A5 Brakes ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)
- AUT-806**  
**ASE Test Preparation- Electrical/Electronic Systems** **0 units**  
*Prerequisite: None.*  
 Description: Prepares technicians and students to successfully complete the A6 Electrical/Electronic Systems ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)
- AUT-807**  
**ASE Test Preparation- Heating and Air Conditioning** **0 units**  
*Prerequisite: None.*  
 Description: Prepares technicians and students to successfully complete the A7 Heating and Air Conditioning ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-808****ASE Test Preparation- EnginePerformance 0 units***Prerequisite: None.*

Description: ASE Test Preparation- Engine Performance is designed to prepare technicians and students to successfully complete the A8 Engine Performance ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-811****ASE Test Preparation- Advanced EnginePerformance 0 units***Prerequisite: None.*

Description: ASE Test Preparation - Advanced Engine Performance is designed to prepare technicians and students to successfully complete the L1 Advanced Engine Performance ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 36 hours lecture. (Pass/No Pass only)

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## BIOLOGY (BIO)

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**BIO-1****General Biology****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introductory course designed for non-science majors that 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. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-1H****Honors General Biology****4.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

Description: The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.(Letter grade only)

**BIO-2****Zoology****5.00 units**  
CSU*Prerequisite: None.**Advisory: BIO-1 or BIO-5 or BIO-6 or BIO-7 or BIO-61 or CHE-1A or CHE-1AH.*

Description: An intensive study of the Animal Kingdom for all life science majors, designed to prepare students for upper-division courses in organismal biology, zoology, ecology, pre-veterinary, pre-medical and scientific research fields. Emphasizes comparative animal structure, function, behavior, evolutionary history, classification, and ecology. 54 hours lecture and 108 hours laboratory. (Letter grade only)

**BIO-3****Field Botany****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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.(Letter grade only)

**BIO-4****Human Biology****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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 satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory.(Letter grade only)

**BIO-5****General Botany****(C-ID:AG-PA 104)****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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 nonmajors and majors in health science, forestry, agriculture, environmental science, landscape design, horticulture and general nature studies. 54 hours lecture and 54 hours laboratory.(Letter grade only)

**BIO-6****Introduction to Zoology****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduction to the structure, function, behavior, ecology and evolution of major invertebrate and vertebrate animal groups. Designed for the non-science major as a survey of animal biology. 54 hours lecture and 54 hours laboratory. (Letter grade only)



<b>BIO-7</b> <b>Marine Biology</b>	<b>4.00 units</b> UC, CSU	<b>BIO-15</b> <b>Soil Science and Management Laboratory</b>	<b>2.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: An ecological study of the marine environment. Emphasis will be placed on the local marine algae, 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. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: A supplementary laboratory course to BIO-14 (Soil Science and Management), focusing on the basics of soil science, physical and biogeochemical properties, and interpretation for use and management. This course will give students hands-on perspectives of soil science, ranging from agricultural, wild lands, watershed, and environmental impacts. 108 hours laboratory.(Letter grade only)</p>	
<b>BIO-8</b> <b>Principles of Ecology</b>	<b>4.00 units</b> UC, CSU	<b>BIO-16</b> <b>Human Reproduction and Sexual Behavior</b> (C-ID:PSY 130)	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: Ecology is the study of the interactions between organisms and their environment. Basic principles include evolution and natural selection, climate and other abiotic factors, population growth and genetics, community interactions, species diversity, biogeography, and biome recognition. Human impacts on the above will also be discussed. This course requires field trips. 54 hours lecture and 54 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: 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, sexually transmitted disease, sex education, and sexual intercourse and response. 54 hours lecture. (Letter grade only)</p>	
<b>BIO-9</b> <b>Introduction to the Natural History of Southern California</b>	<b>4.00 units</b> UC, CSU	<b>BIO-18</b> <b>Human Genetics</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: An introduction to the identification, description, and adaptations of plant and animal species found in southern California. Examples of habitat types that will be covered include local mountains, deserts, and coastal marine ecosystems. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, what types of organisms are found in these varying habitats, and how southern California compares to other regions of biologic interest. 54 hours lecture and 54 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p><i>Advisory: High school biology or any college life science course with laboratory.</i></p> <p>Description: A general education course for non-biology majors and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.(Letter grade only)</p>	
<b>BIO-10</b> <b>Life Science Principles</b>	<b>3.00 units</b> UC, CSU	<b>BIO-19</b> <b>Environmental Science</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: 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 science. No credit at the University of California if taken following BIO-1 or 1H. 54 hours lecture.(Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: A study of humans in relation to the environment that emphasizes population ecology, nutrient cycles and energy flow, pollution, food production, and conservation of natural resources. 54 hours lecture.(Letter grade only)</p>	
<b>BIO-14</b> <b>Soil Science and Management</b>	<b>3.00 units</b> UC, CSU	<b>BIO-20</b> <b>Plants and Human Affairs</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: An introduction to physical properties and classification of soils, physical and chemical properties of soil that governs soil reactions and interactions, nutrient regeneration, and management principles in relation to air, water, nutrients and organic matter. 54 hours lecture.(Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: A history of the use and management of plants and fungi by humans. Agricultural, culinary, medicinal, cultural, technological, and horticultural uses of plants will be covered. Plants, fungi, and their products will be examined in lecture and laboratory activities including field trips. 36 hours lecture and 54 hours laboratory.(Letter grade only)</p>	

<p><b>BIO-31A</b> <b>Regional Field Biology Studies</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field course with trips to regional points of biologic interest. This class is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 54 hours laboratory.(Letter grade only)</p>	<p><b>BIO-35</b> <b>Health Science</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Letter grade only)</p>
<p><b>BIO-31B</b> <b>Regional Field Biology Studies</b> <b>2.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field course with trips to regional points of biologic interest. This class is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 108 hours laboratory.(Letter grade only)</p>	<p><b>BIO-40</b> <b>Biometrics</b> <b>4.00 units</b> UC, CSU</p> <p><i>Prerequisite: MAT-35.</i> <i>Advisory: BIO-1.</i> Description: Applied statistical analysis of biological data. The understanding, interpretation, and performance of data analysis in a research context. 54 hours lecture and 54 hours laboratory.(Letter grade only)</p>
<p><b>BIO-31C</b> <b>Regional Field Studies - Neotropics</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field biology course that offers field trips and excursions to neotropical points of biologic interest. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.(Letter grade only)</p>	<p><b>BIO-45</b> <b>Survey of Human Anatomy and Physiology</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: 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.(Letter grade only)</p>
<p><b>BIO-31D</b> <b>Regional Field Studies - Eurasia</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field biology course that offers field trips and excursions to points of biologic interest in Eurasia. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.(Letter grade only)</p>	<p><b>BIO-50A</b> <b>Anatomy and Physiology I</b> <b>4.00 units</b> (C-ID: BIO50A+50B=BIOL115S) UC, CSU <i>Prerequisite: BIO-1 or BIO-1H or BIO-4 or BIO-55 or BIO-60 or BIO-60H.</i></p>
<p><b>BIO-31E</b> <b>Regional Field Studies - South America</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field biology course that offers field trips and excursions to points of biologic interest in South America. A study of the unique environmental conditions in South America, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory. (Letter grade only)</p>	<p>Description: First of a 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 systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.(Letter grade only)</p>
	<p><b>BIO-50B</b> <b>Anatomy and Physiology II</b> <b>4.00 units</b> (C-ID: BIO50A+50B=BIOL115S) UC, CSU <i>Prerequisite: BIO-50A.</i> Description: First of a 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 systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.(Letter grade only)</p>

**BIO-55****Microbiology****4.00 units**

UC, CSU

*Prerequisite: CHE-2A or CHE-2B or CHE-3, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H.*

Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-60****Introduction to Molecular and Cellular Biology****5.00 units**

UC, CSU

(C-ID:BIOL 190; BIO60+61=BIOL135S)

*Prerequisite: CHE-1A or CHE-1AH*

*Advisory: MAT-35, ENG-50, ENG-80 or qualifying placement level.*

Description: 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 principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-61****Introduction to Organismal and Population Biology****5.00 units**

UC, CSU

(C-ID:BIOL 140; BIO60+61=BIOL135S)

*Prerequisite: BIO-60 or BIO-60H.*

Description: 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 Biology 60 is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**BIO-85****Special Topics in Biology****1.00 unit**

CSU

*Prerequisite: None.*

*Limitation on enrollment: Intended for students who are involved in faculty-led research or other projects.*

Description: Provides a foundation for conducting research and/or activities in the biological sciences with emphasis on the scientific method. Focuses on procedures and protocols appropriate for literature reviews, laboratory and field studies including equipment use and maintenance, field and lab safety procedures, and addressing ethical concerns in biological research. 54 hours laboratory. (Letter grade only)

**BUSINESS ADMINISTRATION (BUS)****BUS-10****Introduction to Business****3.00 units**

(C-ID:BUS 110)

UC, CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**BUS-10H****Honors Introduction to Business****3.00 units**

(C-ID:BUS 110)

UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This 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 BUS 10 and BUS 10H. 54 hours lecture. (Letter grade only)

**BUS-12****Opportunity Analysis for Entrepreneurs****2.00 units**

CSU

*Prerequisite: None.*

Description: This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. 36 hours lecture. (Letter grade only)

**BUS-13****Developing a Successful Business Plan/Model****2.00 units**

CSU

*Prerequisite: None.*

Description: This course provides a systematic process for developing a business plan or model. It establishes a clear road map for clarifying a vision for a business and the strategic, tactical, and operational plans and/or model to move ideas into action. Students further along in the planning and research process will work through the major components of writing a business plan and/or model and emerge with a completed draft of a business plan/model. 36 hours lecture. (Letter grade only)

**BUS-14****Social Media and Online Digital Media Promotions for Entrepreneurs****3.00 units**

CSU

*Prerequisite: None*

Description: Introduction to social media and online digital promotional tools used to help promote entrepreneurs with their online presence and to successfully establish their brands. 54 hours lecture. (Letter grade only)

**BUS-15**

**Street Law: An Introduction to Law and Legal Issues** 3.00 units  
UC, CSU

*Prerequisite: None.*

Description: The evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward civic involvement in the local community. 54 hours lecture. (Letter grade only)

**BUS-18A**

**Business Law I** 3.00 units  
(C-ID:BUS 125) UC, CSU

*Prerequisite: None.*

Description: Covers the fundamental legal principles pertaining to business transactions. Provides an overview of an introduction to the legal process and dispute resolution. Coverage of federal and state court systems and a comprehensive study of contracts under the common law and the Uniform Commercial Code. Additional coverage includes include sources of law, business ethics, constitutional law, tort law, agency, business organizations, and criminal law as applied to business. 54 hours lecture. (Letter grade only)

**BUS-18B**

**Business Law II** 3.00 units  
UC, CSU

*Prerequisite: None.*

Description: An overview of the special applications of law in business as it pertains to commercial paper, creditors' rights, secured transactions, agency and employment, partnerships, corporations, personal and real property, and governmental regulation of business. Students will analyze laws and rules, then apply appropriate concepts to factual scenarios. 54 hours lecture. Letter grade only)

**BUS-20**

**Business Mathematics** 3.00 units  
CSU

*Prerequisite: None.*

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture. (Letter grade only)

**BUS-22**

**Management Communications** 3.00 units  
CSU

*Prerequisite: None.*

Description: Examines the dynamics of organizational communication relevant in current business environment. Focus is on composition and delivery of appropriate methods of communication in various business situations as a manager, including business documents, presentations, and job interviews. Practical experience is attained in verbal/non-verbal and written communication skills that fosters growth and advancement in business opportunities. Best suited for those aspiring to advance their careers by being prepared to be potential managers and leaders. 54 hours lecture. (Letter grade only)

**BUS-24**

**Business Communication** 3.00 units  
(C-ID:BUS 115) CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture. (Letter grade only)

**BUS-30**

**Entrepreneurship: Foundations and Fundamentals** 3.00 units  
CSU

*Prerequisite: None.*

Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 54 hour lecture. (Letter grade or Pass/No Pass option)

**BUS-40**

**Introduction to Global Business** 3.00 units  
UC, CSU

*Prerequisites: None.*

Description: A comprehensive overview of business designed to provide both beginners and experienced business people with a perspective of business opportunities and expansions in global markets, foreign investments, trade opportunities, impact of global financial markets, global marketing, and management and operation of multi-national corporations. 54 hours lecture. (Letter grade only)

**BUS-43**

**Global Marketing** 3.00 units  
CSU

*Prerequisite: None.*

Description: Problems of marketing in the international marketplace and how marketers approach and solve them. Focus on concepts and principles by teaching the theory and practice of international marketing, including: 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. (Letter grade only)

<b>BUS-46</b> <b>Global Trade</b>	<b>3.00 units</b> CSU	<b>BUS-56</b> <b>Cyber Law</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None</i></p> <p>Description: Overview of global trade concerns of the small U.S. firm and entrepreneurs, including procedures, requirements, and strategies. Focus on identifying import/export opportunities, compliance with government regulations, resources, documentation, supply chain and trade finance. 54 hours lecture.(Letter grade only)</p>		<p><i>Prerequisite: None</i></p> <p>Description: Cyber activities and cyber operations are subject to a diverse array of U.S. federal laws, state laws, constitutional law, and regulatory policies, as well as international laws that together comprise a framework of law called Cyberlaw. Provides a clarity for individuals, businesses, and governments involved in any aspect of cyber operations ("cyber actors") regarding cyber technology platforms (cyberspace) and the legal and policy background (cyberlaw) to ensure that cyber activities and operations ("cyber actions") are conducted within, but not beyond, the maximum limits of legal authority. 54 hours lecture. (Letter grade only)</p>	
<b>BUS-47</b> <b>Applied Business and Management Ethics</b>	<b>3.00 units</b> CSU	<b>BUS-58</b> <b>Marketing the Virtual Office</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p>Description: 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. (Same as MAG-47) (Letter Grade, or Pass/No Pass option)</p>		<p><i>Prerequisite: None</i></p> <p>Description: 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. (Letter Grade, or Pass/No Pass option.)</p>	
<b>BUS-48</b> <b>Global Management</b>	<b>3.00 units</b> UC, CSU	<b>BUS-67</b> <b>Business Practices for Photographers</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None</i></p> <p>Description: Overview of business management in the global arena. Focus on global differences in cultures, financial transactions, legalities, and other business practices necessary to manage a diverse workforce in international operations, as well as to successfully negotiate in global business settings. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture. (Same as PHO-67) (Letter grade only)</p>	
<b>BUS-51</b> <b>Principles of Electronic Commerce</b>	<b>3.00 units</b> CSU	<b>BUS-80</b> <b>Principles of Logistics</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p><i>Advisory: BUS-10 and CIS-1A.</i></p> <p>Description: 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. (Letter Grade, or Pass/No Pass option)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter grade or Pass/No Pass option)</p>	
<b>BUS-53</b> <b>Introduction to Personal Finance</b>	<b>3.00 units</b> CSU	<b>BUS-111</b> <b>Entrepreneurial Mindset</b>	<b>0 units</b>
<p><i>Prerequisite: None</i></p> <p>Description: 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. (Letter Grade, or Pass/No Pass option.)</p>		<p><i>Prerequisite: None</i></p> <p>Description: An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators.</p>	

**BUS-200**

**Business Administration Work Experience** 1.00 - 4.00 units  
CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**BUS-813**

**Solopreneurs: Personal Finance and Quickbooks Quickstart** 0 units

*Prerequisite: None.*

Description: Learn the basics of personal finance and QuickBooks for the self-employed. Key concepts will be addressed in attaining personal wealth, focusing on decision-making and establishing a plan. Additionally, the course will focus on business finance for the self-employed with an emphasis on how to invoice and accept payments, maximize tax deductions, and track income and expenses, miles, and reports. 9 hours lecture. (Pass/No Pass only)

**BUS-814**

**Business Skills: Professional Communication Basics** 0 units

*Prerequisite: None.*

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as CAT-814) (Pass/No Pass only)

**BUS-815**

**Business Skills: Professional Online Presence** 0 units

*Prerequisite: None.*

Description: This short course is designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking with clients and customers. 9 hours lecture. (Pass/No Pass only)

**BUS-816**

**Business Skills: Managing the Customer Experience** 0 units

*Prerequisite: None.*

Description: This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass only)

**BUS-817**

**Business Skills: Professional Self-Management** 0 units

*Prerequisite: None*

Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT-817) (Pass/No Pass only)

**BUS-819**

**Business Success Seminar** 0 units

*Prerequisite: None.*

Description: A comprehensive course designed to guide and empower Business Administration students with the skills and resources necessary to succeed academically and professionally. This course offers learning strategies for success in and out of the classroom and in business such as improved communication skills, confidence building, engaging with the local business community, and utilizing networking opportunities. 27 hours lecture. (Pass/No Pass only)

**BUS-840**

**Introduction to Global Business** 0 units

*Prerequisite: None*

Description: A comprehensive overview of business designed to provide both beginners and experienced business people with a perspective of business opportunities and expansions in global markets, foreign investments, trade opportunities, impact of global financial markets, global marketing, and management and operation of multi-national corporations. 54 hours lecture. (Letter grade only)

**BUS-843**

**Global Marketing** 0 units

*Prerequisite: None*

Description: Overview of business opportunities targeting global markets and global customers. Focus on research and analysis of foreign markets, including cultural, legal, political, and differences in business environments. Explores marketing mix strategies of product, price, distribution and promotion designed for various global markets. 54 hours lecture. (Letter grade only)

**BUS-846**

**Global Trade** 0 units

*Prerequisite: None*

Description: Overview of global trade concerns of the small U.S. firm and entrepreneurs, including procedures, requirements, and strategies. Focus on identifying import/export opportunities, compliance with government regulations, resources, documentation, supply chain and trade finance. 54 hours lecture. (Letter grade only)

**BUS-848**

**Global Management** 0 units

*Prerequisite: None*

Description: Overview of business management in the global arena. Focus on global differences in cultures, financial transactions, legalities, and other business practices necessary to manage a diverse workforce in international operations, as well as to successfully negotiate in global business settings. 54 hours lecture. (Letter grade only)

## CHEMISTRY (CHE)

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### CHE-1A

#### General Chemistry, I

(C-ID:CHEM 110; CHEM1A+1B=CHEM120S) **5.00 units**

UC, CSU

*Prerequisite: CHE-2A or CHE-3 and MAT-35.*

Description: An exploration of 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. (Letter Grade, or Pass/No Pass option)

### CHE-1AH

#### Honors General Chemistry, I

(C-ID:CHEM 110; CHEM1AH +1BH=CHEM120S) **5.00 units**

UC, CSU

*Prerequisite: CHE-2A or CHE-3 and MAT-35.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: An exploration of 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. This Honors course offers an enriched experience for accelerated students through limited class size, seminar format, and student-led discussion of current scientific research based on scientific articles. The course also focuses on how research questions are formulated and designed. Laboratory will include completion of experimental procedures written by students based on previously learned techniques and background research. Lab reports will include submission of standard operation procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)

### CHE-1B

#### General Chemistry, II

(C-ID:CHEM1A+1B=CHEM120S) **5.00 units**

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH.*

Description: 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. (Letter Grade, or Pass/No Pass option)

### CHE-1BH

#### Honors General Chemistry, II

(C-ID:CHEM1AH+1BH=CHEM120S)

**5.00 units**

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: 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. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and student-led discussion of current scientific research based on scientific articles. The course continues to develop an understanding of how research questions are formulated and designed. Laboratory will include completion of experimental procedures written by students, based on previously learned techniques and background research. Lab reports will include submissions 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. (Letter Grade, or Pass/No Pass option)

### CHE-2A

#### Introductory Chemistry, I

**4.00 units**

UC, CSU

*Prerequisite: MAT-52.*

Description: 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. (Letter Grade, or Pass/No Pass option)

### CHE-2B

#### Introductory Chemistry, II

**4.00 units**

UC, CSU

*Prerequisite: CHE-2A or CHE-3.*

Description: 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 requirements for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

### CHE-3

#### Fundamentals of Chemistry

**4.00 units**

UC, CSU

*Prerequisite: MAT-52.*

Description: 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. (Letter Grade, or Pass/No Pass option)

**CHE-10****Chemistry for Everyone****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: 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 biogeochemical cycles 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. (Letter Grade, or Pass/No Pass option)

**CHE-12A****Organic Chemistry I**

(C-ID: CHE-12A+12B=CHEM160S)

**5.00 units**

UC, CSU

*Prerequisite: CHE-1B or CHE-1BH*

Description: 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 laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-12B****Organic Chemistry, II**

(C-ID: CHE-12A+12B=CHEM160S)

**5.00 units**

UC, CSU

*Prerequisite: CHE-12A.*

Description: Continues discussion based on the content of CHE12A. Develops a detailed study of nucleophilic 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. (Letter Grade, or Pass/No Pass option)

**CHE-17****Introduction to the Development of Modern Science****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A survey of the rise of modern science in Western civilization from 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. (Letter Grade, or Pass/No Pass option)

**CHINESE (CHI)****CHI-1****Chinese 1****5.00 units**

UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Mandarin Chinese at the beginning level. Includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CHI-2****Chinese 2****5.00 units**

UC, CSU

*Prerequisite: CHI-1*

Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CHI-11****Chinese Culture and Civilization****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Introduction to China's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COMMUNICATION STUDIES (COM)****COM-1****Public Speaking**

(C-ID: COMM 110)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: 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. (Letter Grade, or Pass/No Pass option.)



**COM-1H****Honors Public Speaking**

(C-ID:COMM 110)

**3.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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 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 20 total semester minutes. This 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 COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-2****Introduction to Persuasion**

(C-ID:COMM 190)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: An examination of historical and contemporary approaches to persuasive messages throughout time. A focus on theoretical perspectives involving persuasion including Aristotelian and Ciceronian Canons of Rhetoric and strategies on construction, delivery and critical analysis of persuasive messages. 54 course lecture. (Letter grade only)

**COM-3****Argumentation and Debate**

(C-ID:COMM 120)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: An examination of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, refutation/rebuttals, cross-examination, utilization of sound reasoning, fallacies in reasoning, and the importance of ethical behavior in debate. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-5****Parliamentary Procedure****1.00 unit**

CSU

*Prerequisite: None*

Description: Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-6****Dynamics of Small Group Communication**

(C-ID:COMM 140)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision-making, and leadership. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-7****Oral Interpretation of Literature**

(C-ID:COMM 170)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9****Interpersonal Communication**

(C-ID:COMM 130)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: 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 management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9H****Honors Interpersonal Communication**

(C-ID:COMM 130)

**3.00 units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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 management. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-11****Storytelling****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**COM-12****Intercultural Communication**  
(C-ID:COMM 150)**3.00 units**  
UC, CSU*Prerequisite: None*

Description: Introduction to the factors affecting intercultural communication focusing on culture, language, and social patterns and their influence on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures and appreciation and comparison of communication among diverse groups within the larger context of American culture are explored with an emphasis on self-evaluation and skill development. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**COM-13****Gender and Communication****3.00 units**  
UC, CSU*Prerequisite: None*

Description: Examines how communication is used to understand and create gender within the spectrum of masculinity and femininity. Theoretical approaches are discussed to heighten awareness of the importance of communication as a variable in the development of this communication construct. Gender communication issues are addressed with an emphasis on biological sex, society, media, education, culture, verbal, nonverbal communication and conflict in various contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-20****Introduction to Communication Theory**  
(C-ID:COMM 180)**3.00 units**  
UC, CSU*Prerequisite: None*

Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

**COM-51****Enhancing Communication Skills****1.00 unit***Prerequisite: None.*

Description: Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. (Letter Grade, or Pass/No Pass option.)

**COM-85A****Communication Studies Clinic****0.50 units***Prerequisite: None.*

Description: Self-paced, open-entry/open-exit course intended to provide concentrated and personalized instruction in various communication skills. Students meet with an instructor in the Center for Communication Excellence and work to improve their communication skills based on assessment and need. 27 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only.)

**COM-85B****Communication Studies Clinic II****1.00 unit***Prerequisite: None .*

Description: Self-paced, open-entry/open-exit course intended to provide concentrated and personalized instruction in various communication skills. Students meet with an instructor in the Center for Communication Excellence and work to improve their communication skills. 54 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only)

**COM-89****Intramural Competition****0.50 units**  
CSU*Prerequisite: None*

*Limitation on enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting is required to approve participation.*

Description: Participation in the Communication Studies Bi-Annual Intramural Speaking Competition. An opportunity to prepare, practice, present and reflect upon competitor experience in the event. Participation may include a presentation in one or more of the following categories: Informative Speaking, Persuasive Speaking, Interpersonal Communication presentation, Small Group presentation, Intercultural presentation, Oral Interpretation presentation, Storytelling presentation and/or Argumentation and Debate presentation. 9 hours lecture. (Pass/No Pass Option)

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## COMPUTER APPLICATIONS/OFFICE (CAT)

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**CAT-1A****Business Etiquette****1.00 unit**  
CSU*Prerequisite: None*

Description: Practical human relations skills with a primary emphasis on soft skills and expected workplace behaviors. Includes the essentials of appropriate and professional business communications and protocols using email, text, phone, portable devices, video and teleconferencing, and social media in the workplace. 18 hours lecture. (Letter grade, or Pass/No Pass option.)

<p><b>CAT-3</b> <b>Computer Applications for Business</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: Introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-3) (Letter Grade, or Pass/No Pass option)</p>	<p><b>CAT-36A</b> <b>Legal Office Procedures I</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.</i> Description: Designed to train students 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 procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-30</b> <b>Business English</b> <b>3.00 units</b></p> <p><i>Prerequisite: None.</i> <i>Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-80.</i> Description: An introduction to the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling used in business communications. Basic principles of business writing are introduced. 54 hours of lecture. (Letter Grade, or Pass/No pass option.)</p>	<p><b>CAT-36B</b> <b>Legal Office Procedures II</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.</i> Description: Designed to train students 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 procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)</p>
<p><b>CAT-30A</b> <b>Business English 30A</b> <b>1.00 unit</b></p> <p><i>Prerequisite: None</i> Description: The mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 18 hours lecture. (Letter grade only)</p>	<p><b>CAT-37</b> <b>Legal Terminology</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A comprehensive study of the meaning, spelling, pronunciation, and current use of legal terms and their application to legal documents and procedure. Legal documents will be evaluated and edited for correct application of terms, definitions, and appropriated grammar. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-31</b> <b>Business Communication Fundamentals</b> <b>3.00 units</b> (C-ID: BSOT126X) CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-30.</i> Description: This course covers essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication by providing practical applications. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, email, and workplace communication while developing critical thinking skills. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional level reports. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CAT-38</b> <b>Legal Word Processing and Forms</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-80 or CIS-80.</i> Description: Preparing legal documents and electronic forms utilized in a law office. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-34A</b> <b>Introduction to Word</b> <b>1.50 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-34A.)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>CAT-50</b> <b>Beginning Computer Keyboarding</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: Develops motor coordination and keyboarding mastery on computers. Includes an introduction to personal and business keyboarding using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option)</p>

**CAT-51**  
**Intermediate Keyboarding/Document** **3.00 units**  
**Format/Formatting**  
 (C-ID: BSOT120X) CSU  
*Prerequisite: None.*  
*Advisory: CAT-50.*  
 Description: Mastery of professional keyboarding skills and document production. Emphasis placed on increasing speed, improving accuracy, developing and applying formatting skills and document production techniques using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-53**  
**Keyboarding Fundamentals** **1.00 unit**  
 (C-ID: BSOT110X)  
*Prerequisite: None.*  
 Description: Develops basic alpha/numeric keyboarding skills. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a computer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-55**  
**Applied Accounting/Bookkeeping** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: 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 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. 54 hours lecture. (Same as ACC-55) (Letter Grade, or Pass/No Pass option.)

**CAT-61**  
**Professional Office Procedures** **3.00 units**  
 CSU  
*Prerequisite: None.*  
*Advisory: CAT-3 and CAT-31 and CAT-51.*  
 Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CAT-62**  
**Records Management** **3.00 units**  
 (C-ID: BSOT113X; BSOT123X; BSOT133X) CSU  
*Prerequisite: None.*  
*Advisory: CIS-62 or CSC-62.*  
 Description: An introduction to records information management filing, storage, and retrieval methods for physical and electronic records. Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Emphasis is placed on the use of electronic media to create and store documents. Requires the use of Microsoft Access for electronic records management. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-65**  
**Introduction to Microsoft Powerpoint** **1.50 units**  
 (C-ID: BSOT114X) CSU  
*Prerequisite: None.*  
 Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CIS 65) (Letter Grade, or Pass/No Pass option.)

**CAT-79**  
**Introduction to Adobe Illustrator** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-79) (Letter Grade, or Pass/No Pass option)

**CAT-80**  
**Word Processing: Microsoft Word for Windows** **3.00 units**  
 (C-ID: BSOT111X; BSOT121X; BSOT131) CSU  
*Prerequisite: None.*  
*Advisory: CAT-51.*  
 Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CIS-80) (Letter grade only)

**CAT-90**  
**Microsoft Outlook** **3.00 units**  
 (C-ID: BSOT160X) CSU  
*Prerequisite: None.*  
 Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-90) (Letter grade, or Pass/No Pass option)

**CAT-91**  
**Microsoft Project** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: 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 using Microsoft Project. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-91) (Letter grade only)

**CAT-92****Adobe Acrobat**  
(C-ID: BSOT125X)**1.50 units**  
CSU*Prerequisite: None*

Description: Provides a basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, annotation and editing of files plus interactive forms. Distribution and management of PDFs is also covered. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

**CAT-93****Computers for Beginners****3.00 units***Prerequisite: None.*

Description: 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. (TBA option) (Same as CIS-93) (Letter Grade, or Pass/No Pass option.)

**CAT-95A****Introduction to the Internet - LivingOnline****1.50 units**  
CSU*Prerequisite: None.*

Description: Introduction to concepts and skills needed to effectively use the Internet and/or work in a networked environment and maximize communication, education, collaboration, and social interactions in a safe and ethical manner. The course content aligns with the Internet Core Competency Certification (IC3) Global Standard 5 (GS5) Living Online exam, a component exam of the IC3 Digital Literacy Certification. 27 hours lecture and 18 hours lab. (TBA option) (Same as CIS-95A) (Letter grade only)

**CAT-98A****Introduction to Excel**  
(C-ID: BSOT1120X)**1.50 units**  
CSU*Prerequisite: None.*

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-98A) (Letter Grade, or Pass/No Pass option)

**CAT-98B****Advanced Excel****1.50 units**  
CSU*Prerequisite: CAT/CIS-98A.*

Description: Advanced concepts of Microsoft 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 of laboratory. (TBA option) (Same as CIS-98B) (Letter Grade, or Pass/No Pass option)

**CAT-200****Computer Applications and Office Technology Work Experience****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**CAT-808****Critical Thinking, Problem Solving and Decision Making** 0 units*Prerequisite: None.*

Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Same as PDS-808) (Pass/No Pass only)

**CAT-809****Business Writing in a Technological World**

0 units

*Prerequisite: None.*

Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Same as PDS-809) (Pass/No Pass only)

**CAT-810****Time Management**

0 units

*Prerequisite: None.*

Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Same as PDS-810) (Pass/No Pass only)

**CAT-811****High Impact Presentations and Proposals For the Work Place 0 units***Prerequisite: None.*

Description: Participants will learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. 12 hours lecture. (Same as PDS-811) (Pass/No Pass only)

**CAT-812****Workplace Communication Strategies 0 units***Prerequisite: None.*

Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Same as PDS-812) (Pass/No Pass only)

**CAT-814****Business Skills: Professional Communication Basics 0 units***Prerequisite: None*

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as BUS-814) (Pass/No Pass only)

**CAT-817****Business Skills: Professional Self-Management 0 units***Prerequisite: None*

Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as BUS-817) (Pass/No Pass only)

**CAT-831****Word Processing Skills: Editing and Formatting Documents 0 units***Prerequisite: None*

Description: Skill development in the use of word processing software to edit and format documents. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CAT-832****Spreadsheet Skills: Creating and Formatting Workbooks 0 units***Prerequisite: None*

Description: Skill development in the use of spreadsheet software to create and edit worksheets, workbooks, and basic formulas. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CAT-833****Presentation Software Skills: Creating And Formatting Presentations 0 units***Prerequisite: None*

Description: Skill development in the use of presentation graphics software to create and format basic presentations. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CAT-841****Mosprep: Microsoft Office Word-Expert Exam Preparation 0 units***Prerequisite: None*

*Advisory: Previous experience using Microsoft Word to navigate and format documents, create tables, indexes, and multipage reports, work with Templates, Themes, and Styles, use Mail Merge, and manage long documents.*

Description: Preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Word Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Word Expert exam. Course provides students, educators, project managers, business information workers, and educators to apply the necessary skills to use the advanced features of Word for document and content management, and advanced formatting to documents such as business plans, research papers, books, specialized brochures, and mass mailings. A single, free Microsoft Office Word Expert Exam will be administered at the end of the course. Course repeatability is unlimited. However there is a limit to one free exam per student regardless of number of times the course is repeated. 9 hours lecture and 9 hours laboratory. (TBA option) (Pass/No Pass only)

**CAT-842****Mosprep: Microsoft Office Excel Expert Exam Preparation 0 units***Prerequisite: None*

*Advisory: Previous experience using Microsoft Excel to create, manage, and distribute spreadsheets, customize the Excel environment, and use templates, financial charts and tables.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Excel Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Excel Expert exam. The course provides students, educators, accountants, financial analysts, data analysts, and business information workers training and practice to apply skills to the advanced features of Excel for enhanced productivity, data analysis, financial charts, tables, and inventory schedules. A single, free Microsoft Office Excel Expert Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CAT-843****Mosprep: Microsoft Office PowerpointCore Exam Preparation 0 units***Prerequisite: None**Advisory: Previous experience using Microsoft PowerPoint to create, edit, and enhance presentations and slideshows.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) PowerPoint Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS PowerPoint Core exam. The course provides students, educators, and business information workers training and practice to apply skills to professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows. A single, free Microsoft Office PowerPoint Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

**CAT-844****Mosprep: Microsoft Office Access CoreExam Preparation 0 units***Prerequisite: None**Advisory: Previous experience using Microsoft Access to create and maintain database tables, queries, forms, and reports.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Access Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Access Core exam. The course provides students, educators, and business information workers training and practice to apply skills to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries. A single, free Microsoft Office Access Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

**CAT-845****Mosprep: Microsoft Office Outlook CoreExam Preparation 0 units***Prerequisite: None**Advisory: Previous experience using Microsoft Outlook to create and edit professional-looking email messages, maintain calendars across time zones, schedule tasks, create calendars, schedule appointments, and organize and manage contacts.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Outlook Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Outlook Core exam. The course provides students, educators, and business information workers training and practice to apply skills to enhance professional correspondence, send messages for marketing campaigns, plan staff meetings, and assign meeting action items. A single, free Microsoft Office Outlook Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

**CAT-846****Access Skills: Creating and Using Tables 0 units***Prerequisite: None.*

Description: Use of database software to create, edit, and use database tables. 3 hours lecture and 6 hours laboratory. (same as CIS-846) (Pass/No Pass only)

**CAT-898****Windows, File Management, Internet, andCanvas Basics 0 units***Prerequisite: None.*

Description: Use Windows to manage files, directories, folders, and settings. Use system tools, including task manager, file compression, and snipping tool. Internet skills for safe browsing, basic security, and cloud storage. Canvas navigation and tools for better classroom experience. 9 hours lecture and 9 hours laboratory. (Same as CIS-898) (Pass/No Pass only)

## **COMPUTER INFORMATION SYSTEMS (CIS)**

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**CIS-1A****Intro to Comp Info Sys 3.00 units**  
(C-ID:ITIS 120) UC, CSU*Prerequisite: None.*

Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

- CIS-1B**  
**Advanced Concepts in Computer Information Systems** **3.00 units**  
 CSU  
*Prerequisite: CIS-1A.*  
 Description: Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking, and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)
- CIS-2**  
**Fundamentals of Systems Analysis** **3.00 units**  
 (C-ID: ITIS140) CSU  
*Prerequisite: None.*  
 Description: A systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-2) (Letter Grade, or Pass/No Pass option.)
- CIS-3**  
**Computer Applications for Business** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: This course introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-3) (Letter Grade, or Pass/No Pass option)
- CIS-5**  
**Programming Concepts and Methodology I: C++** **4.00 units**  
 (C-ID: COMP 122; ITIS130) UC, CSU  
*Prerequisite: None.*  
*Advisory: CIS-1A.*  
 Description: Introduction to the discipline of computer science incorporating problem definitions, 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 54 hours laboratory. (Same as CSC-5) (Letter grade only)
- CIS-7**  
**Discrete Structures** **3.00 units**  
 (C-ID:COMP 152) UC, CSU  
*Prerequisite: CIS/CSC-5.*  
 Description: This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-7) (Letter grade only)
- CIS-11**  
**Computer Architecture and Organization: Assembly** **3.00 units**  
 (C-ID:COMP 142) UC, CSU  
*Prerequisite: None.*  
*Advisory: CIS/CSC-5.*  
 Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-11) (Letter grade only)
- CIS-12**  
**Php Dynamic Web Site Programming** **3.00 units**  
 CSU  
*Prerequisite: None.*  
*Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A.*  
 Description: 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 intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab) (Same as CSC-12) (Letter Grade, or Pass/No Pass option.)
- CIS-14A**  
**Web Programming: Javascript** **3.00 units**  
 CSU  
*Prerequisite: None.*  
*Advisory: Previous programming experience and knowledge of HTML, CIS-5 or CSC-5 and CIS-72A.*  
 Description: 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, and interactive page content. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CSC-14A) (Letter Grade, or Pass/No Pass option)
- CIS-14B**  
**Web Programming: Active Server Pages** **3.00 units**  
 CSU  
*Prerequisite: None*  
*Advisory: CIS/CSC-5 and CIS-72A*  
 Description: 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. (Letter Grade, or Pass/No Pass option.)



**CIS-17A****Programming Concepts and MethodologyI: C++** **3.00 units**  
(C-ID:COMP 132) UC, CSU*Prerequisite: CIS/CSC-5.*

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-17A) (Letter grade only)

**CIS-17B****C++ Programming: Advanced Objects** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-17A.*

Description: This is an advanced C++ programming course for students familiar with object-oriented programming that implements basic graphical user interfaces. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-17B) (Letter Grade, or Pass/No Pass option)

**CIS-17C****C++ Programming: Data Structures** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-17A.*

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-17C) (Letter Grade, or Pass/No Pass option.)

**CIS-18A****Java Programming: Objects** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-18A) (Letter Grade, or Pass/No Pass option.)

**CIS-18B****Java Programming: Advanced Objects** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-18A.*

Description: 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. (TBA option) (Same as CSC-18B) (Letter Grade, or Pass/No Pass option)

**CIS-18C****Java Programming: Data Structures** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-18A.*

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the Java programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-18C) (Letter Grade, or Pass/No Pass option.)

**CIS-20****Systems Analysis and Design** **3.00 units**  
CSU*Prerequisite: CIS-2 or CSC-2.**Advisory: CIS-62.*

Description: Structured design techniques for the development and implementation of computerized business applications. Course 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. (TBA option) (Same as CSC-20) (Letter Grade, or Pass/No Pass option.)

**CIS-21****Introduction to Operating Systems** **3.00 units**  
CSU*Prerequisite: CIS-1A.*

Description: An introduction to operating system concepts, structure, functions, performance, and management. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-21) (Letter Grade, or Pass/No Pass option.)



<p><b>CIS-26C</b> <b>Cisco Networking Academy 1C</b> <b>4.00 units</b> CSU</p> <p><i>Prerequisite:</i> CIS-26B. Description: Enterprise Networking, Security, and Automation (ENSA) describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. This course is 3rd Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CIS-27</b> <b>Information and Network Security</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite:</i> None. <i>Advisory:</i> CIS-1A or CIS-25. Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture. (Same as CSC-27) (Letter grade only)</p>
<p><b>CIS-26D</b> <b>Cisco Networking Academy 1D</b> <b>4.00 units</b> CSU</p> <p><i>Prerequisite:</i> CIS-26C. Description: Cisco CCNA examination certification review that provides students a comprehensive and engaging preparation for certification. The course enables students to review network fundamentals, network access, IP connectivity, IP services, security fundamentals, automation, and programmability. Students perfect configuring and troubleshooting Cisco routers, and switch configurations to resolve complex WAN/LAN configurations. Students also develop the knowledge and skills needed to implement device monitoring, management, fine-tuning, virtualization, network automation concepts, and troubleshooting operations in a complex network. This course is the last of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CIS-27A</b> <b>Computer Forensics Fundamentals</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite:</i> None <i>Advisory:</i> CIS/CSC-27 Description: An introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory. (Same as CSC-27A) (Letter grade only)</p>
<p><b>CIS-26F</b> <b>Cisco Networking Security</b> <b>4.00 units</b> CSU</p> <p><i>Prerequisite:</i> None <i>Advisory:</i> CIS-26B, CIS-26C, and CIS-27 Description: Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. Course is designed to prepare students for CCNA Security Certification (IINS 280-260 exam). 72 hours lecture. (Letter grade only.)</p>	<p><b>CIS-27B</b> <b>Introduction to Cybersecurity: Ethical</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite:</i> None <i>Advisory:</i> CIS-1A, CIS-26A and CIS-27 Description: Introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. This course aligns with the CEH Certified Ethical Hacker certification exam. 54 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass)</p>
	<p><b>CIS-27C</b> <b>Palo Alto Networks Firewall Essentials</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite:</i> None. <i>Advisory:</i> CIS-26B and CIS-27. Description: Essential skills for working with Palo Alto Networks Firewall technology. Students will learn to configure and manage next-generation firewalls, manage protection for systems outside of the data center perimeter, configure firewall high availability and monitor network traffic using an interactive web interface and firewall reports. 54 hours lecture 18 hours laboratory. (Letter grade only)</p>

**CIS-27F****Cyber Threat Intelligence and Automated Response** 3.00 units  
CSU*Prerequisite: CIS-27B**Advisory: CIS-26A and CIS-27 and CIS-27A*

Description: An introduction to cyber threat intelligence and response through the use of security incident and event management (SIEM). This will include the principles of SIEM applications, installation of a SIEM platform, collection, correlation, presentation and response to real time security events. The principles and application of artificial intelligence (AI) and machine learning (ML) will be studied to understand how to automate detection and response to cyber threats. 54 hours lecture. (Letter grade only)

**CIS-27G****Cyberpreneurship Capstone** 3.00 units  
CSU*Prerequisite: CIS-27A, CIS-27B, CIS-27F, CIS-87A, BUS-30, BUS-56*

Description: This Cyberpreneurship Capstone course is the culmination of the Cybersecurity and Entrepreneurship students academic experience emphasizing the integration of knowledge acquired in previous courses. Students are required to incorporate a field research study to develop a cyber risk assessment plan, propose a risk mitigation scope of work for a company, develop an organizational map, and prepare a personal business model canvas that illustrates the practicality of their particular cyberpreneurship business. 54 hours lecture. (Letter grade only)

**CIS-28A****Ms Access Programming** 3.00 units  
CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

Description: 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. (TBA option) (Same as CSC-28A) (Letter Grade, or Pass/No Pass option.)

**CIS-30A****Introduction to Python Programming** 3.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS-1A and CIS-5*

Description: Combined features of Python are suitable for program development. Practical applications of Python may be found in the prominent fields of many different sciences field. Introduces the beginner or curious programmer to Python and basic programming concepts through a series of practical hands-on exercises following concept lecture and discussions. Provides an overview of the history and use of Python in scripting, web and software development and security. Emphasizes principles of software development, style, and testing. Focuses on programming and problem solving using Python programming language. 48 hours lecture and 27 hours lab. (Letter grade only)

**CIS-34A****Introduction to Word** 1.50 units  
CSU*Prerequisite: None.*

Description: Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-34A) (Letter Grade, or Pass/No Pass option.)

**CIS-40C****Installing, Configuring and Administering Microsoft Operating Systems** 3.00 units  
CSU*Prerequisite: CIS-1A**Advisory: CIS-21 and CIS-25 and CIS-40A*

Description: Install and configure Windows desktops, server, mobile computers and devices that run on Windows in a network environment. Addresses Windows application, tools, settings in network client and server systems. Course content follows the Microsoft Official Academic Course curriculum and is intended to prepare students to take the Microsoft Client component of the Microsoft Certified IT Professional (MCITP), Microsoft Certified Solution Associates (MCSA) and Microsoft Certified Technology Specialist (MCTS) certification exam. 48 hours lecture and 32 hours laboratory. (Letter Grade only)

**CIS-40D****Systems and Network Administration** 3.00 units  
CSU*Prerequisite: CIS-1A and CIS-25**Advisory: CIS-21 and CIS-40A*

Description: Build, maintain, troubleshoot and support server hardware and software technologies. Focuses on network operating system administration concepts, structure, functions, performance, and resource management is covered. Current desktop and server operating systems, such as Windows, Linux or UNIX, Mac OS are explored in this course. File and storage management techniques, system security measures, device management, and utilities in network administration and technical support procedures are examined in this course. The students will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts of incident handling; understand server roles / specializations and interaction within the overall computing environment. 48 hours lecture and 32 hours laboratory. (Letter Grade only)

**CIS-41B****Healthcare Information Security and Privacy for Practitioner** 3.00 units  
CSU*Prerequisite: CIS-27.**Advisory: CIS-1A, CIS-40A, CIS-40D, CIS-41*

Description: Encompasses concepts and practices in implementing, managing and assessing system security and privacy controls to protect healthcare organizations. Include the technical strategies for health data management, global and national regulatory requirements and controls, privacy principles and governance, information risk management life cycle, and remediation of security gaps in healthcare organizations. Preparation for (ISC)2 HealthCare Information Security and Privacy Practitioner (HCISPP) certification. Aligned with ITIS 166 - Cybersecurity Operations. 48 hours lecture and 32 hours laboratory. (Letter grade or Pass/No Pass option)

**CIS-41D****Advanced Security Concepts and Practices****3.00 units**  
CSU*Prerequisite: CIS-27.**Advisory: CIS-1A and CIS-40A and CIS-40B and CIS-41A.*

Description: Explores the concepts and steps to become a cyber-security professionals or consultants. Topics will include the functions and responsibilities of security consultant, approaches in security consulting and the pathway to become a successful cyber-security consultant. Tools used, type of training needed, and the ethics of security consulting are explained. There will be a lecture and hands-on portions of the course demonstrating tools commonly used by a security consulting. Topics include identifying enterprise system problem, deriving solutions, data classification for protective measures, decision making, risk management, incident handling, threat assessment, forensic investigation, allocating resources, and implementation of System Security Life Cycle processes to improve organization security landscape. Preparation for (ISC)2 SSCP certification or CompTIA Advanced Security Practitioner Certification (CASP+). Aligned with ITIS 166 - Cybersecurity Operations. (Letter grade or Pass/No Pass option)

**CIS-48A****Introduction to Cloud Computing****3.00 units**  
CSU*Prerequisite: CIS-1A*

Description: Provides technical knowledge and skills required for cloud-based infrastructure services. Offers concepts and practices in configuration and deployment of cloud migrations, allocating and managing resources along with changes based on performance needs while maintaining technologies and processes for automation and security. Addresses the troubleshooting techniques to overcome capacity, connectivity and security issues. Individuals can utilize this course materials to prepare for CompTIA Cloud+ certification. 54 hours lecture and 18 hours lab. (TBA option) (Letter grade or Pass/No Pass option)

**CIS-49A****AWS Academy Cloud Foundations****4.00 units**  
CSU*Prerequisite: None.*

*Advisory: CIS-1A. Description AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support. Preparation for the AWS Certified Cloud Practitioner exams. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)*

Advisory: CIS-1A. Description AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support. Preparation for the AWS Certified Cloud Practitioner exams. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CIS-49B****Aws Academy Cloud Architecting****4.00 units**  
CSU*Prerequisite: CIS-49A.*

Description: AWS Academy Cloud Architecture covers the fundamentals of building IT infrastructure on AWS. Designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach. This course aligns with the AWS Solutions Architect Associate certification exam. 54 hours lecture and 54 hours laboratory. (Letter Grade only)

**CIS-54A****Introduction to Animate****3.00 units**  
CSU*Prerequisite: None.**Advisory: CIS-95A or CAT-95A or competency in the use of a computer and familiarity with the Internet.*

Description: Essential knowledge and skills required to use Animate. Includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons, and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-54B****Flash Scripting****3.00 units**  
CSU*Prerequisite: None**Advisory: CAT/CIS-54A*

Description: Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-56A****Designing Web Graphics****3.00 units**  
CSU*Prerequisite: None**Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.*

Description: Introduction to the concepts 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. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-61****Introduction to Database Theory****3.00 units**  
CSU*Prerequisite: None.*

Description: Database design and development using modern "Entity-Relationship" techniques, including data structures, performance, data validation, security and failure recovery techniques. 54 hours lecture, 18 hours laboratory. (TBA option) (Same as CSC-61) (Letter grade or Pass/No Pass option)

**CIS-62****Microsoft Access****3.00 units**  
CSU*Prerequisite: None.*

Description: Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. Hands-on experience in modeling work problems and transforming them to a relational data model. Students will design data tables to efficiently store data. Students will be shown techniques for entering, changing, and deleting data using datasheets and forms. Students 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. Students will be presented with database projects to reinforce lectures. 54 hours lecture and 18 hours laboratory. (TBA option)(Same as CSC-62.) (Letter grade only.)

**CIS-63****Introduction to Structured Query Language (sql)****3.00 units**  
CSU*Prerequisite: None.*

Description: 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 sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-63) (Letter grade only)

**CIS-65****Introduction to Microsoft Powerpoint****1.50 units**  
CSU*Prerequisite: None.*

Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CAT 65) (Letter Grade, or Pass/No Pass option)

**CIS-68A****Introduction to Machine Learning****3.00 units**  
CSU*Prerequisite: CIS-70A and MAT-70B and CIS-30A or CSC-8**Advisory: CIS-7*

Description: The study of computer algorithms that improve automatically through experience and by the use of datasets. Involves computers learning from data provided so that they carry out certain tasks. Employs various approaches to teach computers to accomplish tasks using training data to improve algorithms for solving a problem. Commonly used in speech recognition, spell-checker, autonomous vehicles, effective web search, disease diagnoses, gaming and more. Covers the necessary theory, principles and algorithms for machine learning. Emphasizes principles behind machine learning problems such as classification, regression, clustering, and reinforcement learning. Implements and analyzes models such as linear models, kernel machines, neural networks, and graphical models for different applications. 54 hours lecture and 18 hours lab. (Letter grade or Pass/No Pass option)

**CIS-68B****Big Data Fundamentals****3.00 units**  
CSU*Prerequisite: MAT-70A, MAT-70B, CIS-61*

Description: Gain insights on how Big Data is used in organizations for predictive and behavior analytics. Explores characteristics of Big Data: Volume, Variety, Velocity. Provides methods and approaches in sourcing, capturing, storing, analyzing, searching, querying, visualizing, updating data. Use analytic tools and frameworks, such as Hadoop and Spark for data mining, processing, scaling and reporting for business intelligence. Design algorithms and perform predictive modeling using real-world datasets. 54 hours lecture and 18 hours lab. (Letter grade or Pass/No Pass option)

**CIS-70A****Foundations of Data Science****3.00 units**  
CSU*Prerequisite: MAT-35 or qualifying placement level*

Description: Basic programming and statistical concepts. Includes programming for data cleansing, manipulation, visualization, and statistical computation for intelligence gathering. Students will apply common built-in language functions for analysis of real-world datasets, including global and local economic data, commercial business, document collections, and social networks. Also delves into machine learning and decision making using statistical concepts like hypothesis testing, confidence intervals via bootstrapping, regression and inference for regression, and predictive modeling. Students will also learn about social issues surrounding data privacy and ownership. 54 hours lecture and 18 hours lab. (Letter grade or Pass/No Pass option).

**CIS-72A****Introduction to Web Page Creation****1.50 units**  
CSU*Prerequisite: None**Advisory: Competency in the use of a computer, familiarity with the Internet or CIS-95A*

Description: An introduction to Web page creation using HTML (Hypertext Markup Language). Use HTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.) (TBA option)

<p><b>CIS-72B</b>  <b>Intermediate Web Page Creation Using Cascading Style Sheets (CSS)</b>      <b>1.50 units</b></p> <p><i>Prerequisite: None</i>  <i>Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A</i></p> <p>Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CIS-78B</b>  <b>Advanced Adobe Photoshop</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: CIS-78A or CAT-78A or ADM-71A</i></p> <p>Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CIS-72C</b>  <b>Introduction to XML</b>      <b>1.50 units</b>            CSU</p> <p><i>Prerequisite: None</i>  <i>Advisory: Knowledge of HTML and CSS</i></p> <p>Description: 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. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CIS-79</b>  <b>Introduction to Adobe Illustrator</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-79) (Letter grade or Pass/No Pass)</p>
<p><b>CIS-76A</b>  <b>Introduction to Microsoft ExpressionWeb</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: None.</i>  <i>Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders.</i></p> <p>Description: This course provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a web site. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>CIS-80</b>  <b>Word Processing: Microsoft Word for Windows</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: None.</i>  <i>Advisory: CAT-51.</i></p> <p>Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CAT-80) (Letter grade only)</p>
<p><b>CIS-76B</b>  <b>Introduction to Dreamweaver</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: None</i>  <i>Advisory: CIS-95A</i></p> <p>Description: Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)</p>	<p><b>CIS-81</b>  <b>Introduction to Desktop Publishing Using Adobe Indesign</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: Introduction to Adobe InDesign, the industry-standard publishing app. Design and publish high-quality documents across a full spectrum of digital and print media. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-81) (Letter grade or Pass/No Pass option)</p>
<p><b>CIS-78A</b>  <b>Introduction to Adobe Photoshop</b>      <b>3.00 units</b>            CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: Introduction to Adobe Photoshop including mastery of digital image editing, selections, photo correction, image improvement, and vector drawing. Additional instruction in these skills: type manipulation, special effects, color correction, and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-78A) (Letter grade only)</p>	

**CIS-87B****IT Project Management Framework****3.00 units**  
CSU*Prerequisite: None*

Description: An introduction to common framework used in IT project management to plan and schedule the phases of the IT project; a subset of tasks, processes, tools, and templates used by the IT team to gain insight into major technical elements of the project in order to initiate, plan, execute, control, monitor, and terminate the project activities throughout the project life cycle. Using methodologies such as Agile, Scrum, Kanban, and traditional Waterfall to manage the size and nature of project, including templates and checklists, processes and activities, roles and responsibilities, training material and work guidelines structure allowing managers and planners to control progress of their projects. 54 hours lecture. (Letter grade or Pass/No Pass option)

**CIS-90****Microsoft Outlook****3.00 units**  
CSU*Prerequisite: None.*

Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-90) (Letter Grade, or Pass/No Pass option.)

**CIS-91****Microsoft Project****3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (TBA option) (Same as CAT-91) (Letter grade only)

**CIS-93****Computers for Beginners****3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (TBA option) (Same as CAT-93) (Letter grade, or Pass/No Pass option)

**CIS-94****Data Analysis Using Excel and Access****2.00 units**  
CSU*Prerequisite: None.**Advisory: CAT-98B or CIS-98B, CIS-62.*

Description: Analysis, problem-solving, and decision making using Excel and Access for business. Using computer-based case studies, students analyze and solve business problems using the Access database management system and the Excel spreadsheet tools. 36 hours lecture. (Letter grade or Pass/No Pass option)

**CIS-95A****Introduction to the Internet - LivingOnline****1.50 units**  
CSU*Prerequisite: None.*

Description: Introduction to concepts and skills needed to effectively use the Internet and/or work in a networked environment and maximize communication, education, collaboration, and social interactions in a safe and ethical manner. The course content aligns with the Internet Core Competency Certification (IC3) Global Standard 5 (GS5) Living Online exam, a component exam of the IC3 Digital Literacy Certification. 27 hours lecture and 18 hours lab. (TBA option) (Same as CAT-95A) (Letter grade only)

**CIS-98A****Introduction to Excel****1.50 units**  
CSU*Prerequisite: None.*

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-98B****Advanced Excel****1.50 units**  
CSU*Prerequisite: CAT/CIS-98A.*

Description: Advanced concepts of Microsoft 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 of laboratory. (TBA option) (Same as CAT-98B) (Letter Grade, or Pass/No Pass option)

**CIS-200****Computer Information Services WorkExperience****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)



**CIS-801****Remote Work Technology** 0 units*Prerequisite: None.*

Description: Explores topics related to creating remote workspaces including evaluating equipment, software and hardware, as well as the ergonomics, efficiency, and safety issues related to working remotely. 9 hours lecture. (Pass/No Pass only)

**CIS-802****Remote Work Communication Tools and Apps** 0 units*Prerequisite: None.*

Description: Evaluation of technology communication tools and applications for communication and collaboration used for remote work. Topics include identification and basic use of common communication and application tools used for remote work as well as online safety considerations. 9 hours lecture. (Pass/No Pass only)

**CIS-803****Remote Productivity and Time Management Tools** 0 units*Prerequisite: None.*

Description: Evaluation and selection of technology tools for productivity and time management. Topics include identification and basic use of tools and apps used for productivity and time management. 9 hours lecture. (Pass/No Pass only)

**CIS-825****Cyber Skills - Intro to Cybersecurity** 0 units*Prerequisite: None.**Advisory: Basic computer, operating system and network skills.*

Description: The Cyber Skills - Introduction to Cybersecurity is designed for students who are considering IT as career with specialization in cybersecurity. This exploratory course provides the students an introduction to cybersecurity. The course will explore ways to be safe online. Students will learn the different types of malware and attacks and measures used by organizations to mitigate the attacks. Students will research their career opportunities. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CIS-826****Cyber Skills Intro to Virtualization** 0 units*Prerequisite: None**Advisory: Basic computer, operating system and network skills.*

Description: The Cyber Skills - Introduction to Virtualization is designed for students who are considering IT as career with specialization in cybersecurity. Virtualization skills are necessary to the cybersecurity professional due to its ubiquitous use in the IT field. Cybersecurity professionals need to understand how virtualization works to analyze the threats within the virtual environment as well as use virtualization for isolating systems for malware analysis and testing. This exploratory course provides the students an introduction to virtualization. The curriculum will explore ways to be safe online, learn the different types of malware and attacks, measures used by organizations to mitigate the attacks, and research their career opportunities. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CIS-827****Cyber Skills-Intro to Protocol Analysis** 0 units*Prerequisite: None.**Advisory: Basic computer, operating system and network skills.*

Description: The Cyber Skills - Introduction to Protocol Analysis is designed for students who are considering IT as career with specialization in cybersecurity. Within the cybersecurity career path, protocol analysis is used to perform ongoing attacks as well as post attack analysis of network logs and data. This exploratory course provides the students an introduction to protocol analysis. The course will explore ways that protocol analysis can be used to detect and investigate different types of malware and attacks within an organizations network for incident response. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CIS-830****Introduction to Python Programming:Part 1** 0 units*Prerequisite: None.*

*Advisory: Know the fundamental computer concepts and terminology used for input, processing, output, and storage. Know the basic features of software such as operating systems, and basic applications programs.*

Description: Introduction to the Python programming language by covering the basics of programming in Python to develop business, gaming, scientific and mathematical applications. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**CIS-831****Introduction to Python Programming:Part 2** 0 units*Prerequisite: None.**Advisory: CIS-830.*

Description: Introduction to decision and iteration statements used in the Python programming language to further advance the student in developing business, gaming, scientific and mathematical applications. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**CIS-832****Intro to Python Programming: Part 3** 0 units*Prerequisite: None*

*Advisory: CIS-831 Course Credit Recommendation: Non-Credit Introduction to functions, arrays and file input/output statements used in the Python programming language to further advance the student in developing business, gaming, scientific and mathematical applications. 18 hours lecture. (Pass/No Pass option.)*

**CIS-834****Historical Perspective: Napier toTorvalds** 0 units*Prerequisite: None*

Description: The need for accurate and subsequently ever faster computations in science and engineering provides the background for the age of computers. Beginning with the development of logarithms and proceeding to the development and deployment of super computer computations using the Linux operating system. 9 hours lecture. (Pass/No Pass only)

**CIS-835****Foundational Approach: Word Problems to Work Flow 0 units***Prerequisite: None.*

Description: There are systematic techniques to solve basic procedural problems. Mapping the known inputs to the desired outcome is a method used by all software engineers. These procedures can be applied to simple as well as complex problems. 9 hours lecture. (Pass/No Pass only)

**CIS-836****Computational Tools: Calculators to Spreadsheets 0 units***Prerequisite: None.*

Description: Estimate the solution to a problem and confirm simple results with a calculator. For more complex problems, utilize formulaic spreadsheet techniques and develop test conditions for further checks. 9 hours lecture. (Pass/No Pass only)

**CIS-837****Boolean Formulation: Logic to Relationships 0 units***Prerequisite: None.*

Description: All programs utilize basic boolean statements for branching and looping constructs. As such, a thorough understanding of simple logic is fundamentally required. 9 hours lecture. (Pass/No Pass only)

**CIS-838****Pseudocode and Flowcharts: Descriptive to Visual 0 units***Prerequisite: None.*

Description: This course presents a non-coding technique of solving a problem using word models and pictures. Also, allows the lay person to understand how a solution is reached and how code can be documented. 9 hours lecture. (Pass/No Pass only)

**CIS-839****Tools of the Trade: Ide's to Backup 0 units***Prerequisite: None.*

Description: This course presents what tools programmers utilize in their coding every day solutions to problems. The environment they use to code and the need to make constant backups along with collaborating with other programmers. 9 hours lecture. (Pass/No Pass only)

**CIS-846****Access Skills: Creating and Using Tables 0 units***Prerequisite: None.*

Description: Use of database software to create, edit, and use database tables. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only) (Same as CAT-846)

**CIS-898****Windows, File Management, Internet, and Canvas Basics 0 units***Prerequisite: None.*

Description: Use Windows to manage files, directories, folders, and settings. Use system tools, including task manager, file compression, and snipping tool. Internet skills for safe browsing, basic security, and cloud storage. Canvas navigation and tools for better classroom experience. 9 hours lecture and 9 hours laboratory. (Same as CAT-898)(Pass/No Pass only)

**COMPUTER SCIENCE (CSC)****CSC-2****Fundamentals of Systems Analysis 3.00 units**  
CSU*Prerequisite: None.*

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-2) (Letter Grade, or Pass/No Pass option.)

**CSC-5****Programming Concepts and Methodology I: C++ 4.00 units**  
(C-ID:COMP 122; ITIS 130) UC, CSU*Prerequisite: None.**Advisory: CIS-1A.*

Description: Introduction to the discipline of computer science incorporating problem definitions, 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 54 hours laboratory. (Same as CIS-5) (Letter grade only)

**CSC-7****Discrete Structures 3.00 units**  
(C-ID:COMP 152) UC, CSU*Prerequisite: CIS/CSC-5.*

Description: This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-7) (Letter grade only)

**CSC-8****Programming Concepts: Python 3.00 units**  
UC, CSU*Prerequisite: MAT-5 or MAT-12 or MAT-36.*

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific, and mathematical applications. The Python language will be used for programming projects. 54 hours lecture. (Letter grade only)

**CSC-11****Computer Architecture and Organization:Assembly** 3.00 units  
(C-ID:COMP 142) UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-11) (Letter grade only)

**CSC-12****Php Dynamic Web Site Programming** 3.00 units  
CSU*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A*

Description: 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 intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Option)(Same as CIS-12) (Letter Grade, or Pass/No Pass option.)

**CSC-14A****Web Programming: Javascript** 3.00 units  
CSU*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A*

Description: 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. (TBA Option) (Same as CIS-14A) (Letter Grade, or Pass/No Pass option.)

**CSC-17A****Programming Concepts and MethodologyIi: C++** 3.00 units  
(C-ID:COMP 132) UC, CSU*Prerequisite: CIS-5 or CSC-5.*

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-17A) (Letter grade only)

**CSC-17B****C++ Programming: Advanced Objects** 3.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-17A.*

Description: This is an advanced C++ programming course for students familiar with object-oriented programming that implements basic graphical user interfaces. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-17B) (Letter Grade, or Pass/No Pass option)

**CSC-17C****C++ Programming: Data Structures** 3.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-17A.*

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-17C) (Letter Grade, or Pass/No Pass option)

**CSC-18A****Java Programming: Objects** 3.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-18A) (Letter Grade, or Pass/No Pass option.)

**CSC-18B****Java Programming: Advanced Objects** 3.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-18A.*

Description: 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. (TBA option) (Same as CIS-18B) (Letter Grade, or Pass/No Pass option.)

<p><b>CSC-18C</b> <b>Java Programming: Data Structures</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS/CSC-18A.</i></p> <p>Description: This course is 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 and 18 hours laboratory. (TBA option) (Same as CIS-18C) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CSC-25</b> <b>Information and Communication Technology Essentials</b> <b>4.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS-1A.</i></p> <p>Description: Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture and 54 hours laboratory. (Same as CSC-25) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CSC-20</b> <b>Systems Analysis and Design</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: CIS/CSC-2.</i> <i>Advisory: CIS-62.</i></p> <p>Description: Structured design techniques for the development and implementation of computerized business applications. Course 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. (TBA option) (Same as CIS-20) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CSC-27</b> <b>Information and Network Security</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS-1A or CSC-25.</i></p> <p>Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture. (Same as CIS-27) (Letter grade only)</p>
<p><b>CSC-21</b> <b>Introduction to Operating Systems</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: CIS-1A.</i></p> <p>Description: An introduction to operating system concepts, structure, functions, performance, and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-21) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CSC-27A</b> <b>Computer Forensics Fundamentals</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS-27.</i></p> <p>Description: An introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory. (Same as CIS-27A) (Letter grade only)</p>
<p><b>CSC-21A</b> <b>Linux Operating System Administration</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS-1A or CIS-23.</i></p> <p>Description: This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. 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. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (Same as CIS-21A) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CSC-28A</b> <b>Ms Access Programming</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS/CSC-5.</i></p> <p>Description: 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. (TBA option) (Same as CIS-28A) (Letter Grade, or Pass/No Pass option.)</p>

**CSC-61****Introduction to Database Theory****3.00 units**  
CSU*Prerequisite: None.*

Description: This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours of lecture and 18 hours.(TBA Option) (Same as CIS-61) (Letter grade only)

**CSC-62****Microsoft Access****3.00 units**  
CSU*Prerequisite: None.*

Description: Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. Hands-on experience in modeling work problems and transforming them to a relational data model. Students will design data tables to efficiently store data. Students will be shown techniques for entering, changing, and deleting data using datasheets and forms. Students 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. Students will be presented with database projects to reinforce lectures. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-62) (Letter grade only.)

**CSC-63****Introduction to Structured Query Language (sql)****3.00 units**  
CSU*Prerequisite: None.*

Description: 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 sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option)(Same as CIS-63) (Letter grade only)

**COSMETOLOGY (COS)****COS-1A****Introduction to Cosmetology Level I****3.00 units***Prerequisite: None.*

Description: An introduction to beginning cosmetology concepts, including California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. Theory subjects include California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. 54 hours lecture. (Letter grade only)

**COS-1B****Introduction to Cosmetology Level II****3.00 units***Prerequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: Cosmetology communication skills, general anatomy and physiology, basics of electricity, OSHA health and safety, and basics of cosmetology chemistry. 54 hours lecture.(Letter grade only)

**COS-1C****Cosmetology Business Concepts****1.00 unit***Prerequisite: COS-1B.*

Description: Cosmetology Business Concepts, Cosmetology related business skills, employment, and interviewing. Theory subjects include: Cosmetology employment preparation, business skills, job interviewing, and on the job skills. 18 hours lecture.(Letter grade only)

**COS-10A****Level I Hairstyling Concepts I****3.00 units***Prerequisite: None**Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I Hairstyling. Theory subjects include: Level I hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level I wet hairstyling, and level I thermal hairstyling. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-10B****Level II Hairstyling Concepts****3.00 units***Prerequisite: COS-10A**Corequisite: COS-1B*

Description: The second course in an introduction to beginning cosmetology concepts, Level II Hairstyling. Theory subjects include: Level II hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level II wet hairstyling, and level II thermal hairstyling. 36 hours' lecture, 54 hours laboratory. (Letter grade only)

**COS-10C****Level III Hairstyling Concepts 2.00 units***Prerequisite: COS-10B*

Description: The third course as an advanced introduction to cosmetology concepts, Level III Hairstyling. Theory subjects include: Level III hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level III wet hairstyling, and level III thermal hairstyling. 18 hours' lecture, 54 hours laboratory. (Letter grade only)

**COS-20A****Level I Chemical Texture Concepts 3.00 units***Prerequisite: None.**Corequisite: COS- 1A.*

Description: An introduction to beginning cosmetology concepts, Level I chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include: Health and safety practice, Level I permanent waving, chemical straightening, and soft perms. 36 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-20B****Level II Chemical Texture Concepts 3.00 units***Prerequisite: COS-20A**Corequisite: COS-1B*

Description: Advanced introduction to Level II cosmetology concepts, Level II Chemical Texture. Theory subjects include Level II chemical texture services such as permanent waving, chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include health and safety practices, Level II permanent waving, chemical straightening, and soft perms. 36 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-30A****Level I Haircutting Concepts 2.00 units***Prerequisite: None**Corequisite: COS- 1A*

Description: An introductory course in cosmetology haircutting techniques and concepts. Lecture and laboratory that cover introductory Level I Haircutting, and health and safety practices in haircutting. 18 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-30B****Level II Haircutting Concepts 2.00 units***Prerequisite: COS-30A**Corequisite: COS-1B*

Description: The second course in cosmetology haircutting techniques and concepts covering expanded theory and application of Level II cosmetology haircutting concepts. Lecture and laboratory expands on haircutting theory, as well as health and safety in cosmetology haircutting practices. 18 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-30C****Level III Haircutting Concepts 1.50 units***Prerequisite: COS-30B*

Description: The third course in cosmetology haircutting techniques and concepts which continues to expand theory and application of Level III cosmetology haircutting concepts. Lecture and laboratory expand on haircutting theory, as well as health and safety in cosmetology haircutting practices. 9 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-30D****Level IV Haircutting Barbering Concepts 7.00 units***Prerequisite: COS-30C*

Description: The fourth course in cosmetology haircutting techniques and concepts. Includes barbering techniques. This fourth course meets the minimum requirement in haircutting for a Barbering license. The lecture and lab component continues to expand theory and application of level IV cosmetology concepts with the addition of barbering. This course has a lecture and laboratory which expands haircutting theory, as well as health and safety in cosmetology and barbering haircutting practices. 108 hours lecture and 54 hours laboratory. (Letter grade only)

**COS-40A****Level I Haircoloring and Bleaching Concepts 3.00 units***Prerequisite: None.**Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I Haircoloring and Bleaching. Theory subjects include Level I haircoloring and bleaching techniques such as haircoloring, bleaching, and health and safety in haircoloring and bleaching services. Laboratory practices include health and safety practices, Level I haircoloring, and bleaching. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-40B****Level II Haircoloring and Bleaching Concepts 3.00 units***Prerequisite: COS-40A**Corequisite: COS-1B*

Description: Level II haircoloring and bleaching cosmetology concepts, Level II haircoloring and Bleaching. Theory subjects include Level II techniques such as haircoloring and bleaching, health and safety in haircoloring, and bleaching services. Laboratory practices include health and safety practices, Level II haircoloring, and bleaching. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-57A****Level I Skin Care Concepts 2.50 units***Prerequisite: None**Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I Skin Care. Theory subjects include: Level I skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level I skin care. 36 hours lecture, 27 hours laboratory. (Letter grade only)

**COS-57B****Level II Skin Care Concepts****2.00 units***Prerequisite: COS-57A**Corequisite: COS-1B*

Description: Level II skin care concepts, Level II Skin Care. Theory subjects include: Level II skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level II skin care. 27 hours lecture, 27 hours laboratory. (Letter grade only)

**COS-57C****Level III Skin Care Concepts****8.00 units***Prerequisite: COS-57B.*

Description: Level III skin care concepts, Level III Skin Care. Theory subjects include: Level III skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level III skin care. 108 hours lecture, 108 hours laboratory. (Letter grade only)

**COS-60A****Beginning Cosmetology Concepts****11.00 units***Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Cosmetology Program. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. (The student is required to purchase a selected tool/supply kit and textbooks at the first semester meeting. Check with the Cosmetology Department for the current cost.)*

Description: An introduction to beginning cosmetology concepts, California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences, and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level I hair care, skin care and nail care. Laboratory practices include: health and safety, level I hair care, skin care, and nail care. 144 hours lecture and 186 hours laboratory.(Letter grade only)

**COS-60B****Level II Cosmetology Concepts****10.50 units***Prerequisite: COS-60A.*

Description: Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory. (Letter grade only)

**COS-60C****Level III Cosmetology Concepts****10.00 units***Prerequisite: COS-60B.*

Description: Level III study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level III cosmetology related sciences, level II hair care, skin care, and nail care. Laboratory practices include: health and safety, hair care, skin care, and nail care. 108 hours technical instruction and 222 hours laboratory. (Letter grade only)

**COS-60D****Level IV Cosmetology Concepts****8.00 units***Prerequisite: COS-60C.*

Description: Level IV study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level IV cosmetology related sciences, advanced level IV hair care, skin care and nail care. Laboratory practices include: health and safety, level IV hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory. (Letter grade only)

**COS-60E****Level V Cosmetology Concepts****8.00 units***Prerequisite: COS-60D.*

Description: Level V study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: State licensing exam readiness, health and safety, business practices, level V cosmetology related sciences, advanced level V hair care, skin care and nail care. Laboratory practices include: health and safety, level V hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory. (Letter grade only)

**COS-60F****Remedial Training Course****0.50 units***Prerequisite: None*

Description: A lecture setting that enables students to complete the requirements for Section F: Article 12 health and safety laws and regulations. Required to fulfill obligations set forth by the California State Board of Barbering and Cosmetology. 9 hours lecture. (Letter grade only)

**COS-61A****Level I Cosmetology Instructor ConceptsA****9.50 units***Prerequisite: None*

*Limitation on enrollment: Cosmetology license issued in the United States*

Description: An introduction to beginning cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic learning styles and principles, learning environments and teaching plans. Laboratory practices include: oral presentations, audio and visual aids, classroom observations. 108 hours of lecture/technical instruction and 192 hours laboratory. (Letter grade only)

**COS-61B****Level II Cosmetology Instructor ConceptsB****9.50 units***Prerequisite: COS-61A*

Description: Level II Cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic pedagogical classroom management and student assessments. Laboratory practices include: student clinical/laboratory observations, classroom presentations and classroom assessment observations. 108 hours lecture/technical instruction and 192 hours laboratory.(Letter grade only)

**COS-62A****Level I Esthetician Concepts** **10.00 units***Prerequisite: None.**Limitation on enrollment: Enrollment in the Esthetician Program.*

Description: An introduction to level I skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level I skin care. Laboratory practices include: health and safety, level I skin care. 113 hours lecture and 202 hours laboratory. (Letter Grade only)

**COS-62B****Level II Esthetician Concepts** **10.00 units***Prerequisite: COS-62A.*

Description: Level II skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level II skin care. Laboratory practices include: health and safety, level II skin care. 113 hours lecture and 202 hours laboratory. (Letter grade only)

**COS-64A****Lvl: I Manicuring and Pedicuring** **7.00 units***Prerequisite: Courses will be taken in alphabetical sequence regardless which semester enrollment begins*

Description: Prepares students for a career in manicuring and pedicuring. An in-depth scientific study of nail care as related to the practice of level I 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 an opportunity for additional skill and competency development within the subject matter. Total of 81 hours lecture and 135 hours laboratory. (Letter grade only)

**COS-64B****Level II: Manicuring and Pedicuring** **7.00 units***Prerequisite: COS-64A.*

Description: Prepares students for a career in manicuring and pedicuring. An in-depth scientific study of nail care as related to the practice of level II 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. Total of 81 hours lecture and 135 hours laboratory. (Letter grade only)

**COS-67A****New Trends and Techniques in Hairdressing A** **1.00 unit***Prerequisite: None**Limitation on enrollment (e.g. Performance tryout or audition): Completion of 1600 hours of cosmetology training or equivalent.*

Description: Designed for the 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 an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory. (Letter grade only)

**COS-67B****New Trends and Techniques in Hairdressing B** **1.00 unit***Prerequisite: COS-67A*

Description: Designed for the 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 an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory. (Letter grade only)

**COS-67C****New Trends and Techniques in Hairdressing C** **1.00 unit***Prerequisite: COS-67B*

Description: Designed for the 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 an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory. (Letter grade only)

**COS-67D****New Trends and Techniques in Hairdressing D** **1.00 unit***Prerequisite: COS-67C*

Description: Designed for the 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 an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory. (Letter grade only)

**COS-68A****Principles and Practices of Competition Hairstyling** **2.00 units***Prerequisite: None.**Limitation on enrollment: Currently enrolled cosmetology students.*

Description: A specialized course to develop precision performance in hair design at an advanced level of competency. Students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory. (Letter grade only)



<p><b>COS-68B</b>  <b>Special Artistic Effects Used in Competition Hairstyling</b> <b>2.00 units</b>  <i>Prerequisite: None</i>  <i>Limitation on enrollment: Currently enrolled cosmetology students</i>            Description: 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.(Letter grade only)</p>	<p><b>COS-70B</b>  <b>Level II Makeup and Hair Removal Concepts</b> <b>3.00 units</b>  <i>Prerequisite: COS-70A</i>  <i>Corequisite: COS- 1B</i>            Description: Level II makeup and hair removal cosmetology concepts. Theory subjects include Level II makeup and hair removal. Laboratory practices include Level II makeup and hair removal. 45 hours lecture, 27 hours laboratory.(Letter grade only)</p>
<p><b>COS-69A</b>  <b>Mens Hair Design A</b> <b>2.00 units</b>  <i>Prerequisite: None</i>  <i>Limitation on enrollment (e.g. Performance tryout or audition): Completion of a Barber or Cosmetology program.</i>            Description: Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS 69B, 69C, and/or 69D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory.(Letter grade only)</p>	<p><b>COS-80A</b>  <b>Level I Nail Care Concepts</b> <b>2.00 units</b>  <i>Prerequisite: None</i>  <i>Corequisite: COS-1A</i>            Description: An introduction to beginning nail care cosmetology concepts, Level I Nail Care. Theory subjects include: Level I nail care, and health and safety in nail care. Laboratory practices include: Level I nail care. 27 hours' lecture, 27 hours' laboratory. (Letter grade only)</p>
<p><b>COS-69B</b>  <b>Mens Hair Design B</b> <b>2.00 units</b>  <i>Prerequisite: COS-69A</i>            Description: Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS 69C and/or COS 69D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory.(Letter grade only)</p>	<p><b>COS-80B</b>  <b>Level II Nail Care Concepts</b> <b>3.00 units</b>  <i>Prerequisite: COS-80A</i>  <i>Corequisite: COS- 1B</i>            Description: Level II Nail Care cosmetology concepts, Level II Nail Care. Theory subjects include: Level II Nail care, and health and safety in nail care. Laboratory practices include: Level II nail care. 36 hours' lecture, 54 hours' laboratory. (Letter grade only)</p>
<p><b>COS-69C</b>  <b>Mens Hair Designs C</b> <b>2.00 units</b>  <i>Prerequisite: COS-69B</i>            Description: Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS 69D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>COS-80C</b>  <b>Level III Nail Care Concepts</b> <b>4.00 units</b>  <i>Prerequisite: COS-80B</i>            Description: Level III Nail Care cosmetology concepts, Level III Nail Care. Theory subjects include: Level III Nail care, and health and safety in nail care. Laboratory practices include: Level III nail care. 54 hours' lecture, 54 hours. (Letter grade only)</p>
<p><b>COS-69D</b>  <b>Mens Hair Design D</b> <b>2.00 units</b>  <i>Prerequisite: COS-69C</i>            Description: Course meets requirements to update minimum barber standards of hair design. Culmination of a four-course series that provides an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory. (Letter grade only)</p>	<p><b>COS-90A</b>  <b>Level I Clinic Floor Concepts</b> <b>1.00 - 8.00 units</b>  <i>Prerequisite: COS- 1A, COS-10A, COS- 20A, COS-30A, COS-40A, COS-57A, COS-70A, COS-80A</i>            Description: An introduction to beginning cosmetology concepts, Level I Clinic Floor. Laboratory practices include: Level I Clinic floor. 56 hours assigned laboratory, (7 hours per weeks assigned laboratory). (Letter grade only)</p>
<p><b>COS-70A</b>  <b>Level I Makeup and Hair Removal Concepts</b> <b>3.00 units</b>  <i>Prerequisite: None</i>  <i>Corequisite: COS-1A</i>            Description: An introduction to beginning cosmetology concepts, Level I makeup and eyebrow arching. Theory subjects include Level I makeup and eyebrow arching. Laboratory practices include Level I makeup and eyebrow arching. 45 hours lecture, 27 hours laboratory. (Letter grade only)</p>	<p><b>COS-90B</b>  <b>Level II Clinic Floor Concepts</b> <b>2.00 - 8.00 units</b>  <i>Prerequisite: COS-90A .</i>            Description: Level II Clinic floor cosmetology concepts, Level I Clinic Floor. Level II Clinic Floor. Laboratory practices include: Level II Clinic floor. Assigned laboratory 112 hours, (14 hours per week of assigned laboratory). (Letter grade only)</p>
	<p><b>COS-90C</b>  <b>Level III Clinic Floor Concepts</b> <b>4.00 - 8.00 units</b>  <i>Prerequisite: COS-90B</i>            Description: Level III Clinic Floor cosmetology concepts, Level III Clinic Floor. Laboratory practices include: Level III Clinic Floor. Assigned laboratory: 224 hours to 448 hours (28 hours per week of assigned laboratory). TBA laboratory option. (Letter grade only)</p>

**COS-95A****Hairstyling Theory Exam Readiness 0.50 units***Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*

Description: Hairstyling Exam readiness. Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture. (Letter grade only)

**COS-95B****Hairstyling Practical Exam Readiness 0.50 units***Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Student must be enrolled in the Cosmetology Program, and are preparing for licensing examinations.*

Description: Hairstyling Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. Laboratory practices include: Health and safety and hairstyling. 27 hours laboratory. (Letter grade only)

**COS-96A****Barbering Theory Exam Readiness Concepts 0.50 units***Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Students must be enrolled in the RCC Cosmetology or Barbering Program, and are preparing for Barbering Licensing Examination.*

Description: Barbering Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture. (Letter grade only)

**COS-96B****Barbering Practical Exam Readiness Concepts 0.50 units***Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Students must be enrolled in the RCC Cosmetology or Barbering Program, and are preparing for Licensing Examinations.*

Description: Barbering Exam Readiness Practical subjects include: State licensing exam readiness, Barbering practical subject matter, and health and safety related to state licensing examination. 27 hours laboratory. (Letter grade only)

**COS-97A****Cosmetology Theory Exam Readiness Concepts 0.50 units***Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*

Description: Cosmetology Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. (Letter grade only)

**COS-97B****Cosmetology Practical Exam Readiness Concepts 0.50 units***Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*

Description: Cosmetology Exam Readiness Practical subjects include: State licensing exam readiness, Cosmetology practical subject matter, and health and safety related to state licensing examination. (Letter grade only)

**COS-98A****Esthetics Theory Exam Readiness Concepts 0.50 units***Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Description: Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 lecture hours. (Letter grade only)

**COS-98B****Esthetics Practical Exam Readiness Concepts 0.50 units***Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Description: Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. Laboratory practices include: Health and safety, and skin care. 27 laboratory hours. (Letter grade only)

**COS-99A****Manicure Theory Exam Readiness Concepts 0.50 units***Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Manicure Licensing Examinations.*

Description: Manicurist Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 lecture hours. (Letter grade only)

**COS-99B****Manicure Practical Exam Readiness Concepts 0.50 units***Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Description: Manicurist Exam Readiness Laboratory practice include: Health and safety, and nail care. 27 laboratory hours. (Letter grade only)

**COS-200****Cosmetology Work Experience****1.00 - 4.00 units**

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**COS-801****Level VI Cosmetology Concepts****0 units***Prerequisite: COS-60E or COS-60E2.*

Description: This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (Pass/No Pass only)

**COS-811****Cosmetology Teacher Training****0 units***Prerequisite: None.**Limitation on enrollment: Completion of COS-61B*

Description: This course is designed for the experienced cosmetologist to become a qualified instructor. When a student has not acquired all the skills and/or accrued the required total of 600 hours to qualify for the local teacher-training certificate, they may enroll in COS-811. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as assisting the instructor with laboratory work for student demo haircutting, chemical relaxing, press and curl manicuring and/or receive instructor in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (No Grade only)

**COS-812****Level II Esthetician Concepts****0 units***Prerequisite: None.**Limitation on enrollment: Completion of COS-62B*

Description: This course is designed to prepare the student for a career in skin care and make-up. When a student has not completed all the skills and/or accrued the required total of 600 hours to sit for the state licensing exam, they may enroll in COS-812. Students work solely under the supervision of a qualified instructor. In this course, students may review application and techniques and improve subject matter knowledge. Students may perform operations and applications such as eyebrow arching and hair removal (wax, tweezers and depilatories), corrective make-up, application of artificial eyelashes (strip and individual), facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (No grade only)

**COS-60E1****Level V Cosmetology Concepts****4.00 units***Prerequisite: COS-60D.*

Description: A study of 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 practices of salon clinic principles, chemical hair relaxing, manicuring, pedicuring and facials. 27 hours technical instruction and 138 hour laboratory. (Letter grade only)

**COS-60E2****Level V Cosmetology Concepts****4.00 units***Prerequisite: COS-60E2.*

Description: 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. 27 hours lecture and 138 hours laboratory. (Letter grade only)

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## CULINARY ARTS (CUL)

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**CUL-20****Fundamentals of Baking I****2.00 units**

CSU

*Prerequisite: None.*

Description: 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. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65) (Letter grade only)

**CUL-21****Fundamentals of Baking II****2.00 units**

CSU

*Prerequisite: None.**Advisory: CUL-20.*

Description: 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. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65) (Letter grade only)

**CUL-22****Cake Decorating I****2.00 units**  
CSU*Prerequisite: None*

Description: Professional cake decorating 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. 27 hours lecture 27 hours laboratory. (Letter grade only)

**CUL-23****Advanced Cake Decorating****2.00 units**  
CSU*Prerequisite: CUL-22*

Description: Advanced professional cake decorating principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work; preparation and display of extra fine desserts. Focus on decorative works and display pieces made of Marzipan and chocolate paste, dark, white and colored. Students will also be taught the use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. 27 hours lecture 27 hours laboratory. (Letter grade only)

**CUL-36****Introduction to Culinary Arts****8.00 units**  
CSU*Prerequisite: None.*

*Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Description: An introduction to the culinary arts, both front and back of the house operations. Covers basic food preparation, menu and recipe planning/costing, food safety and sanitation, and nutrition. Learned skills will be implemented in food service and breakfast cookery in the Academy's full service restaurant. 45 hours lecture and 307 hours laboratory. (Letter grade only).

**CUL-37****Intermediate Culinary Arts****8.00 units**  
CSU*Prerequisite: CUL-36.*

*Limitation on Enrollment: Passing score (75% or above) required on ServSafe exam in Culinary 36 (for safety and sanitation reasons) and negative TB test/chest x-ray within the last three years.*

Description: Intermediate level of food preparation using classical cooking methods and knife skills of various proteins, vegetables, starches, fruits, and baking products. Students will practice proper receiving, storage, and issuing procedures and practice safety and sanitation procedures in accordance to local, state, and federally regulatory agencies. 45 hours lecture and 307 hours laboratory. (Letter grade only).

**CUL-38****Advanced Culinary Arts****8.00 units**  
CSU*Prerequisite: CUL-37*

*Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Description: A comprehensive and advanced exploration of classical, modern, and international food preparation; cooking and food service operations. Students will learn and develop food production and service skills by being exposed to quantity cooking methods and the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving lunch. Emphasis on high standards of quality and efficient production of sauces, meats, poultry, fish, sausages, cured food, pates, terrines, and other cold foods. Further menu selection and balance, use of recipes, and evaluation of food products will be studied. An analysis of daily operations will focus on consistent or improved performance in a team environment and further development of supervision and restaurant skills. 45 hours lecture and 307 hours laboratory. (Letter grade only)

**CUL-41****Fundamentals of Exploring Wine****2.00 units**  
CSU*Prerequisite: None.*

*Limitation on enrollment: Students must be at least 21 years old to sample wines.*

Description: An Introduction to the characteristics of different wine families, the varietals within each family and the characteristics of each varietal. Learn the history and how wine is made by today's wine makers. Learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Learn to sample wines to distinguish the numerous characteristics between varietals. 36 hours lecture. (Letter grade only) (Materials Fee Applies).

**CUL-42****International Cuisine****2.00 units**  
CSU*Prerequisite: None.*

Description: 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. (Materials fee: \$65) (Letter grade only)

**CUL-46****Fundamentals of Baking and Pastry****8.50 units**  
CSU*Prerequisite: None*

Description: An introduction to the fundamental skills, concepts, and techniques of baking. Through lectures, demonstrations and lab work, this elementary baking course will cover the theory of safety and sanitation, purchasing and receiving, business and math skills, weights and measures, baking terminology, the use of hand tools and equipment found in the bakeshop, the exploration of baking and pastry ingredients and their functions. Students will gain a working knowledge of the major methods such as creaming, blending, foaming, meringues, precooked, cut-in, lamination, straight dough, custards, pies, tarts, cookies and brownies. This course covers the steps in the bread baking process, straight dough mixing method, sponge dough mixing method, shaping rolls and breads, sour dough starters, nutritional and specialty breads, and organic bread with an emphasis on artisan breads, enriched yeast breads and specialty breads. Emphasis will be placed on fundamental production techniques and evaluation of quality characteristics. Creaming method will be covered by the production of muffins and quick breads, also included will be bread variations with low sodium and sugar. 54 hours lecture and 297 hours lab. (Letter grade only)

**CUL-47****Advanced Baking and Pastry****8.50 units**  
CSU*Prerequisite: CUL-46*

Description: Advanced baking and pastry will complete the two semester certificate program. This course introduces the basics of decorative work as applied to showpieces and special occasion cakes, students will have the opportunity to design and execute their own three-tier wedding cake as well as work on a special occasion cake and team wedding cake using gumpaste, pastillage, chocolate, or marzipan. Topics to be covered include fillings, icings, custards, mousses, and glazing techniques, along with a comparison of classical and modern dessert preparations and presentations. Sugar work such as pulled, blown, and poured will be covered, as will the use of tempered and modeling chocolate. This course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Vital concepts in both theory and practice will include controlling the crystallization of fats and sugars, manipulating water and free water in centers, and understanding the mechanics of emulsions. Techniques include chocolate tempering methods, sugar cooking technique, hand dipping centers, and shell molding. This course will also cover frozen desserts, ice creams and sorbets. 54 lecture hours and 297 hours laboratory. (Letter grade only)

**CUL-48****Dietary Baking****2.00 units**  
CSU*Prerequisite: None*

Description: An introduction to baking alternative options for today's health conscious consumer. Designed to aid bakers and pastry cooks to a more healthful way of baking, especially for individuals with special dietary needs, including gluten-free, reduced sugar, non-dairy, and vegan options. Discussion of specialty ingredients used will go in more depth, to allow individuals to continue exploring how to manipulate a recipe using these options. Although an introductory class to dietary baking, it is suggested to have a basic understanding of baking terminology and methods used within the industry. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**CUL-50****ServSafe Food Safety**  
(C-ID: HOSP110)**2.00 units**  
CSU*Prerequisite: None*

Description: An introduction to the principles of the prevention foodborne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe examination. 36 hours lecture. (Letter Grade or Pass/No Pass)

**CUL-824****The Art of Garde Manger****0 units***Prerequisite: None*

Description: Techniques used to present cold foods that are artistically beautiful and delicious. Special emphasis will be placed on making foods as delicious as they are beautiful. Topics include garnishes, salads, sandwiches, crudits, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. 4 hours lecture and 26 hours laboratory. (Pass/No Pass only)

**CUL-825****Menu Planning****0 units***Prerequisite: None*

Description: Fundamentals of menu planning. Topics include: Menu trends, the market survey, nutrition and menu planning, foodservice menus, yield tests, standard recipes, recipe costing, menu development and design, sale history, merchandising, and equipment analysis. Emphasis is placed on developing the skills necessary to effectively create a professional restaurant menu. 30 hours lecture. (Letter Grade or Pass/No Pass)

**CUL-826****Food Cost Accounting****0 units***Prerequisite: None*

Description: This course introduces culinary students to the financial aspects of menu development, ingredient and yield utilization, and financial considerations associated with food offerings. 30 lecture hours. (Letter Grade or Pass/No Pass)

**CUL-827****Culinary Purchasing and Receiving****0 units***Prerequisite: None*

Description: To understand the overall concept of purchasing and receiving practices in quality food service operations. To apply knowledge of quality standards and regulations governing food products to the purchasing function. To receive and store food and non-food items properly. 30 lecture hours. (Letter Grade or Pass/No Pass)

**CUL-828A****Culinary Food Preparation I****0 units***Prerequisite: None.*

*Limitation on Enrollment (e.g. Performance tryout or audition): Negative TB test required.*

Description: To develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products, to operate equipment safely and correctly, to apply knowledge of laws and regulations relating to safety and sanitation. 30 hours lecture. (Letter grade or Pass/No Pass option)

**CUL-828B****Culinary Food Preparation II****0 units***Prerequisite: None.**Limitation on Enrollment: Negative TB test and Passing Score (75%) on SafeServ exam required.*

Description: To develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products, to operate equipment safely and correctly, to apply knowledge of laws and regulations relating to safety and sanitation. 30 hours lecture. (Letter grade or Pass/No Pass option)

**CUL-842****International Cuisine****0 units***Prerequisite: None*

Description: 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. Teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 4 hours lecture and 26 hours laboratory. (Pass/No Pass only)

**CUL-850****ServSafe Food Safety****0 units***Prerequisite: None.*

Description: An introduction to the principles of the prevention of foodborne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe examination. (Letter grade or Pass/No Pass option)

**CUL-875****Introduction to Math for Baking Professionals****0 units***Prerequisite: None.*

Description: An introduction to the fundamental skills of math as they are applied to the baking and pastry arts industry, including fractions, decimals, and percentages. Students will also learn the basics of working with a digital kitchen scale using both US and metric measurements. 8 hours lecture, 4 hours laboratory. (Pass/No Pass only)

**CUL-876****Introduction to Cost Control for Professional Bakers****0 units***Prerequisite: None*

Description: An introduction to cost control for baking, including As Purchased (AP) and Edible Portion (EP) calculations. Student will also use industry SPECS, and cost out recipes/formulas to determine selling price. 8 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**CUL-877****Baker's Percentages and Recipe Conversion****0 units***Prerequisite: None*

Description: An in depth look into Baker's Percentages from understanding what they are, to creating a recipe/formula. With previous knowledge and experience using basic math principles of decimals and percentages, students will use those skills to view a recipe with Baker's Percentages, and convert that information into a recipe appropriate to the amount of product needed. Students will also gain experience on the conversion of recipes using a conversion factor and yield. 6 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CUL-878****Cost Control for Baking and Pastry****0 units***Prerequisite: None*

Description: A complete view of math skills for the professional baker, and applying those learned skills into costing out a recipe, and providing a menu price. The review of SPECS sheets and application of costing a recipe from start to finish will be the focus of this course, which will then provide a better understanding of assigning a menu price to ensure profits are being made. 6 hours lecture and 6 hours laboratory. (Pass/No Pass only)

## DANCE (DAN)

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**DAN-6****Dance Appreciation****3.00 units**

UC, CSU

*Prerequisite: None*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**DAN-6H****Honors Dance Appreciation****3.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in Honors Program*

Description: A non-technical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. This 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. Student may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture. (Letter grade only)

**DAN-7****Choreography****2.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the creation of movement material through solo improvisations and guided choreographic studies. 18 hours lecture and 54 hours laboratory. (Letter grade only)

<p><b>DAN-8</b> <b>Composition</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-7</i> Description: The exploration of space, time, and energy as well as crafting techniques and devices to create and stage group work. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-200</b> <b>Dance Work Experience</b> <b>1.00 - 4.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: Students should have paid or voluntary employment.</i> Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.(Letter grade or Pass/No Pass option)</p>
<p><b>DAN-9</b> <b>Dance Making</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-8.</i> <i>Limitation on enrollment: Audition on or before first class meeting.</i> Description: The continuing study of dance composition with emphasis on making a complete dance. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D5</b> <b>Summer Showcase Dance Performance</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Provides an opportunity to prepare, perform and appraise choreography in an informal studio setting for public performance. Subsequent enrollment will provide students with opportunities for additional skill and competency development within the subject matter. May be taken a total of three times. 108 hours laboratory. (Letter grade only)</p>
<p><b>DAN-12</b> <b>Kinesiology for Pilates/Dance</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-D47.</i> Description: Designed to provide students with an understanding of the human body in motion as it learns and experiences the repertoire of the Pilates Method of body conditioning and dance. The course addresses the anatomical and biomechanical principles as they apply to these forms of movement. 54 hours lecture. (Letter grade only)</p>	<p><b>DAN-D8</b> <b>American College Dance Association Rehearsal and Performance</b> <b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: DAN-7.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Prepares dance participants for attendance at American College Dance Association events. Participation in master classes and participation/attendance at adjudication and informal concerts. May be taken a total of four times. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-13</b> <b>Pilates Methodology</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-12.</i> Description: Designed to educate and prepare students to teach the Pilates Method, beginning through advanced, to a variety of populations. Upon successful completion of the course students will be prepared to teach Pilates based matwork and equipment work. Students will be able to teach individual sessions as well as group sessions in Pilates studios as well as gym/fitness establishments. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D9</b> <b>Performance Lab</b> <b>0.50 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: This course is designed to provide students with an opportunity for intensive preparation, performance, and appraisal of choreography for public performance. 27 hours laboratory. (Letter grade only)</p>
<p><b>DAN-14</b> <b>Internship in Pilates Education and Teaching</b> <b>4.00 units</b> CSU</p> <p><i>Prerequisite: DAN-13.</i> Description: Supervised experience in the teaching of the Pilates method of conditioning. Students will observe various populations and skill levels of Pilates learners and will research and develop lesson plans for beginning, intermediate and advanced level Pilates classes. Students are required to do 18 hours lecture, 100 hours of observation, and 62 hours of teaching under the direction of a certified Pilates teacher. (Letter grade only)</p>	

<p><b>DAN-D10</b> <b>Dance Performance</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Develop, rehearse, and perform concert repertoire as choreographed by a student choreographer, or visiting artist for the student dance concert. 162 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D17</b> <b>Dance Repertoire, Ethnic</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D13</b> <b>Dance Repertoire, Modern</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D20</b> <b>Introduction to Social Dance</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> Description: This course is designed to introduce students to social dance technique. Styles to be studied will include Waltz, Cha cha, Fox trot, or Swing. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>DAN-D14</b> <b>Dance Repertoire, Jazz</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D21</b> <b>Ballet, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: An opportunity to learn, practice, and apply beginning level ballet skills and vocabulary. Introduction to historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>DAN-D15</b> <b>Dance Repertoire, Ballet</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D22</b> <b>Ballet, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Audition on or before the first class meeting</i> Description: Learn, practice, and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of the historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>
<p><b>DAN-D16</b> <b>Dance Repertoire, Tap</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D23</b> <b>Ballet, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D22</i> Description: Learn, practice, and apply intermediate ballet skills learned in intermediate ballet towards 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. (Letter Grade or Pass/No Pass option)</p>



<p><b>DAN-D25</b> <b>Floor Barre</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D31</b> <b>Hip-Hop Dance, Beginning</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D26</b> <b>Mexican Ballet Folklorico</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Introduces the fundamentals of Mexican Ballet Folklorico through an overview of movement techniques and vocabularies, basic principles, and cultural/historical understandings. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D31B</b> <b>Hip-Hop Dance - Intermediate</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Learn, practice and apply intermediate hip-hop dance skills, technique and vocabulary. Continued study of the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D29</b> <b>Celebrate Dance Rehearsal</b></p> <p style="text-align: right;"><b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on Enrollment: Audition on or before the first class meeting.</i> Description: An introduction to the dance rehearsal experience and performance practicals. This course will provide choreographers and dancers an opportunity to prepare and implement movement material for a public performance in a concert setting. 108 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D32</b> <b>Jazz, Beginning</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Learn, practice, and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>
<p><b>DAN-D30A</b> <b>Tango</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None</i> Description: An in-depth focus on Tango and its various styles, regional influences, and specialty techniques. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D33</b> <b>Jazz, Intermediate</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting. Retention based on successful audition.</i> Description: 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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>
<p><b>DAN-D30B</b> <b>Swing Dance</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None</i> Description: An in-depth focus on Swing Dance and its various styles, regional influences, and specialty techniques. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D34</b> <b>Jazz, Advanced</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: DAN-D33.</i> Description: Learn, practice and apply advanced jazz dance skills and vocabulary with a focus on pre-professional performance skills and advanced musicality. Continued study of the historical and cultural context of jazz as it applies to the genre of Jazz dance. 54 hours laboratory. (Letter grade, or Pass/No Pass option.)</p>
<p><b>DAN-D30C</b> <b>Latin Social Dance</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: An in-depth focus on Latin Social Dances including Salsa, Bachata, and Cha Cha Cha. Learn and practice various styles, regional influences, and specialty techniques. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D35</b> <b>Dance Repertoire, Hip-Hop</b></p> <p style="text-align: right;"><b>1.00 unit</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Develop a concert repertoire in the genre of Hip-Hop, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>

<p><b>DAN-D37</b> <b>Modern Dance, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: 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. (Letter Grade, or Pass/No Pass option)</p>	<p><b>DAN-D46</b> <b>Pilates Mat Work</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improving alignment, body awareness and control. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D38</b> <b>Modern Dance, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: 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. (Letter Grade or Pass/No Pass option)</p>	<p><b>DAN-D47</b> <b>Pilates, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: This beginning level course in Pilates is based on exercises and concepts developed by Joseph H. 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. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D39</b> <b>Modern Dance, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D38.</i> Description: Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward 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. (Letter grade only)</p>	<p><b>DAN-D48</b> <b>Universal Reformer Technique</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D49.</i> Description: Intensive repertoire work on the universal reformer emphasizing alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration at an intermediate and advanced level. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D43</b> <b>Tap, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D49</b> <b>Pilates, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D47.</i> Description: The continued study of alignment and correctives based on the concepts and exercises of the Pilates method. Students will engage in intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of strengthening and stretching exercises. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D44</b> <b>Tap, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Learn, practice and apply complex movement phrases and vocabulary of intermediate level Tap dance technique. Tap dance improvisation will be introduced. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D50</b> <b>Pilates for Dancers</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D47.</i> Description: 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. 54 hours laboratory. (Letter grade only)</p>
	<p><b>DAN-D51</b> <b>Pilates, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D49.</i> Description: 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 advanced level exercises based on Pilates principles. 54 hours laboratory. (Letter grade only)</p>

**DAN-D60**  
**Musical Theater Dance** **1.00 unit**  
 UC, CSU

*Prerequisite: None.*

Description: Principles and techniques of various musical theater styles and genres. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. 54 hours laboratory. (Letter grade only)

## EARLY CHILDHOOD EDUCATION (EAR)

**EAR-19**  
**Observation and Assessment-ECE** **3.00 units**  
 (C-ID:ECE 200) CSU

*Prerequisite: None.*

*Advisory: EAR-20 and EAR-24.*

Description: The appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture. (Letter grade only)

**EAR-20**  
**Child Growth and Development** **3.00 units**  
 (C-ID:CDEV 100) UC, CSU

*Prerequisite: None*

Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture. (Letter grade only)

**EAR-23**  
**Family Home Child Care Program** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Meets 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. (Letter grade only)

**EAR-24**  
**Introduction to Curriculum** **3.00 units**  
 (C-ID:ECE 130) CSU

*Prerequisite: None.*

Description: An overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students will examine a teacher's role in supporting development and engagement for all young children. Provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture. (Letter grade only)

**EAR-25**  
**Teaching in a Diverse Society** **3.00 units**  
 (C-ID:ECE 230) UC, CSU

*Prerequisite: None.*

Description: Examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture. (Letter grade only)

**EAR-26**  
**Health, Safety and Nutrition** **3.00 units**  
 (C-ID:ECE 220) UC, CSU

*Prerequisite: None.*

Description: Introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture. (Letter grade only.)

**EAR-28**  
**Principles and Practices of Teaching Young Children** **3.00 units**  
 (C-ID:ECE 120) CSU

*Prerequisite: None.*

Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture. (Letter grade only)

**EAR-30**  
**Practicum in Early Childhood Education** **4.00 units**  
 (C-ID:ECE 210) CSU

*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42.*

Description: In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified master/mentor teacher. 36 hours lecture and 108 hours laboratory. (Letter grade only)

**EAR-33****Infant and Toddler Development****3.00 units**  
CSU*Prerequisite: None*

Description: A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture. (Letter Grade only.)

**EAR-34****Infant and Toddler Care and Education****3.00 units**  
CSU*Prerequisite: None.*

Description: Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture. (Letter Grade only)

**EAR-35****Practicum in Infant and Toddler Care****3.00 units**  
CSU*Prerequisite: EAR-20.**Advisory: EAR-33 and EAR-34.*

Description: In this supervised teaching course, the student will practice and demonstrate developmentally appropriate care and education of infants and toddlers. State recognized Infant and Toddler Learning and Development Guidelines will be explored to observe and identify social, emotional, language, cognitive, and perceptual/motor needs expressed by infants and toddlers. Planning and design of child oriented activities by respectfully individualizing the development of each child. Interpreting social emotional expressions of infants and toddlers as guidance to strengthen relationships with caregivers, peers, and families. Students will practice program planning, teaching competencies, and self-reflection of their application of theory to practice in a laboratory setting under the supervision of ECE/CD faculty and other qualified early education professionals. Professional behaviors consistent with Title 22 Licensing Regulations will be expected. 36 hours of lecture and 54 hours of laboratory experiences will be required. (Letter grade only)

**EAR-38****Adult Supervision and Mentoring in Early Care and Education****3.00 units**  
CSU*Prerequisite: None.*

Description: Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture. (Letter Grade only.)

**EAR-40****Intro Children With Special Needs****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only)

**EAR-41****Practicum in Early Intervention/Special Education****4.00 units**  
CSU*Prerequisite: EAR-28 EAR-24 EAR-42 EAR-20**Advisory: EAR-40 or EAR-46*

Description: Provides hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained special day and fully-included early childhood classrooms. Reflective practice is emphasized as student teachers design, implement, and evaluate approaches, strategies and techniques that promote development and learning. 36 hours lecture and 108 hours laboratory. (TBA option) (Letter grade only)

**EAR-42****Child, Family, and Community**  
(C-ID:CDEV 110)**3.00 units**  
CSU*Prerequisite: None.*

Description: An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture. (Letter grade only)

**EAR-43****Children with Challenging Behaviors****3.00 units**  
UC, CSU*Prerequisite: EAR-19 and EAR-20.*

Description: 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 reasons 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. (Letter grade only)

**EAR-44****Administration I: Programs in Early Childhood Education****3.00 units**  
CSU*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42.*

Description: Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture. (Letter Grade only)

**EAR-45**

**Administration II: Personnel and Leadership in Early Childhood Education** 3.00 units

CSU

*Prerequisite:* EAR-20 and EAR-24 and EAR-28 and EAR-42.

*Advisory:* EAR-44.

Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture. (Letter Grade only)

**EAR-46**

**Curriculum and Strategies for Children with Special Needs** 3.00 units

CSU

*Prerequisite:* None.

*Advisory:* EAR-40.

Description: Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture. (Letter grade only)

**EAR-47**

**Childhood Stress and Trauma** 3.00 units

UC, CSU

*Prerequisite:* None.

Description: A comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short-and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. 54 hours lecture. (Letter grade only)

**EAR-53**

**Parenting-Guiding Yng Children** 2.00 units

*Prerequisite:* None.

Description: 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. 36 hours lecture. (Letter grade only)

**EAR-54**

**Contemporary Parent** 1.00 unit

*Prerequisite:* None.

Description: An introduction of how contemporary parenting issues currently affect children. An examination of historical antecedents of change in relation to parenting and adult/child relationships of today. Attempts to relate how changes in society and forces impacting on these changes influence child-rearing. Issues addressed will include play, obesity, sleep patterns, family structures, education practices, the sexual acceleration of childhood, and media/technology influence. 18 hours lecture. (Letter grade only)

**EAR-200**

**Early Childhood Work Exp** 1.00 - 4.00 units

CSU

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**EAR-810**

**Family Child Care - Our Business** 0 units

*Prerequisite:* None.

Description: Meets the specific needs of the family child care provider. Introduction to requirements for obtaining a license to operate a family child care business. Emphasis will be given to licensing requirements, developing contracts, professionalism and health and safety. Topics will include: Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct, Thelma Harms Family Child Care Environment Rating Scale, licensing procedures, and family child care business practices. 8 hours lecture. (Pass/No Pass only)

**EAR-811**

**Family Child Care - Our Curriculum** 0 units

*Prerequisite:* None.

Description: Meets the specific needs of the family child care provider. Introduction to developmentally appropriate and culturally relevant curriculum. Emphasis on developing age appropriate activities and creating effective learning environment for children in a diverse family home day care setting. Topics include: Areas of development, age appropriate activities including language and literacy, math and science, music and movement, and creative arts; routines, schedules and systems; and the physical learning environment. 8 hours lecture. (Pass/No Pass only)

**EAR-812****Family Child Care - Our Family and Community 0 units***Prerequisite: None.*

Description: Meets the specific needs of the family child care provider. Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources. Emphasis on ages and stages of development, and effective communication and positive guidance for working in a diverse family home care setting. 8 hours lecture. (Pass/No Pass only)

## ECONOMICS (ECO)

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**ECO-4****Introduction to Economics 3.00 units**

UC, CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**ECO-5****Economics of the Environment 3.00 units**

UC, CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**ECO-6****Introduction To Political Economy 3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Examines 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. (Same as POL-6) (Letter grade or Pass/No Pass option)

**ECO-7****Principles of Macroeconomics 3.00 units**

(C-ID:ECON 202)

UC, CSU

*Prerequisite: MAT-52.**Advisory: MAT-35.*

Description: 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. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture. (Letter grade only)

**ECO-7H****Honors Principles of Macroeconomics 3.00 units**

(C-ID:ECON 202)

UC, CSU

*Prerequisite: MAT-52 or qualifying placement.**Advisory: MAT-35.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: 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. This 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. (Letter grade only)

**ECO-8****Principles of Microeconomics 3.00 units**

(C-ID:ECON 201)

UC, CSU

*Prerequisite: MAT-52 or qualifying placement.**Advisory: MAT-3.*

Description: 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. (Letter grade only)

**ECO-8H****Honors Principles of Microeconomics 3.00 units**

(C-ID:ECON 201)

UC, CSU

*Prerequisite: MAT-52 or qualifying placement level.**Advisory: MAT-35.**Limitation on enrollment: Enrollment in the Honors program.*

Description: 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. This 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 ECO-8 and ECO-8H. 54 hours lecture. (Letter grade only)

**ECO-9**

**Economics of Poverty, Inequality and Discrimination**      **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: MAT-35 and ENG-50 or ENG-80 or eligibility for ENG-1A.*

Description: This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. 54 hours lecture. (Letter grade only)

**ECO-9H**

**Honors Economics of Poverty, Inequality And Discrimination**      **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: MAT-35 and ENG-50 eligibility for ENG-1A., ENG-80.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. This 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 ECO 9 and ECO 9H. 54 hours lecture. (Letter grade only)

**ECO-10**

**Economics and Personal Decision-Making**      **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Identifies and emphasizes principles, theories, and methods of social science. Students will learn fundamental social science concepts, paradigms, and theories. The course examines how public policy influences the market economy and personal decision-making. 54 hours lecture. (Letter grade only)

## EDUCATION (EDU)

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**EDU-1**

**Introduction to Elementary Classroom Teaching**      **4.00 units**  
(C-ID:EDUC 200)      UC, CSU

*Prerequisite: None.*

Description: This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture, 54 hours laboratory. (Letter grade only)

**EDU-10**

**Introduction to Education Studies**      **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: An overview of the field of education and learning inside and outside of the classroom. Introduces public policy and a critical perspective on the ideological and social construction of schools in the United States. Interpretations of learning conditions through student observations and experiences in varied educational and learning contexts. 54 hours lecture. (Letter grade only)

**EDU-51**

**Introduction to Leadership**      **3.00 units**  
CSU

*Prerequisite: None*

*Advisory: ENG-1A*

Description: Introduces emerging student leaders to the theories and concepts of leadership that contribute to a deeper understanding of individual leadership skills. Students are encouraged to create a personal leadership framework by integrating readings and content from humanities, leadership, organizational theory, human resources management and education. Activities, exercises, and group projects will be introduced to assist students in deepening their understanding of leadership skills. (54 hours lecture)(Letter grade or Pass/No Pass)

**EDU-200**  
**Education Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## ENERGY SYSTEMS TECHNOLOGY (EST)

**EST-10**  
**Industrial Calculations** **3.00 units**

*Prerequisite: None*

Description: This contextualized math course provides technical trade specific applications of basic math skills. It is intended for Applied Technology students seeking a certificate. Topics include adding, subtracting, multiplying, and dividing rational numbers, percentages, ratios and proportions, measurement, and career applications. 45 hours lecture, 27 hours laboratory. (Letter grade only)

**EST-15**  
**Zero Net Energy Building Science** **4.00 units**  
 CSU

*Prerequisite: None*

Description: Zero Net Energy (ZNE) Building Science includes an overview of many progressive measures that improve the energy performance of buildings. Studies focus on architectural design of building, construction methodology, green HVAC systems, renewable energy systems, and the terminology used in the ZNE Industry. A survey of projects, policies and programs driving ZNE performance in residential and non-residential buildings will be studied. 72 hours lecture. (Letter grade only)

**EST-20**  
**California Energy Codes** **3.00 units**  
 CSU

*Prerequisite: None*

Description: A study of California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6), which establishes a minimum level of building energy efficiency to ensure that building construction, system design, and installation achieves energy efficiency and preserves the quality of both indoor and outdoor environments. It emphasizes the understanding and application of the Building Energy Efficiency Standards and supporting documents, the Reference Appendices, Residential Compliance Manual, and the Nonresidential Compliance Manual. 54 hours lecture. (Letter grade only)

**EST-21**  
**California Building Codes** **3.00 units**  
 CSU

*Prerequisite: None*

Description: A study of California Building, Housing, Energy and Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. Emphasis on understanding and application of code sections and provisions and the relationships between building, housing, energy, and disabled access codes. 54 hours lecture. (Letter grade only)

**EST-22**  
**California Mechanical Codes** **3.00 units**  
 CSU

*Prerequisite: None*

Description: A study of California Building and Mechanical Codes used for construction, maintenance, and use of buildings and grounds within the State. Emphasis on understanding and application of code sections and provisions and the relationships between building and mechanical codes. 54 hours lecture. (Letter grade only)

**EST-23**  
**California Plumbing Codes** **3.00 units**  
 CSU

*Prerequisite: None*

Description: A study of California Building and Plumbing Codes used for construction, maintenance, and use of buildings and grounds within the State. Emphasis on understanding and application of code sections and provisions, and the relationships between building and plumbing codes. 54 hours lecture. (Letter grade only)

**EST-24**  
**California Electrical Codes** **3.00 units**  
 CSU

*Prerequisite: None*

Description: A study of California Building and Electrical Codes used for construction, maintenance, and use of buildings and grounds within the State. Emphasis on understanding and application of code sections and provisions, and the relationships between building and electrical codes. 54 hours lecture. (Letter grade only)

**EST-25**  
**California Residential Codes** **3.00 units**  
 CSU

*Prerequisite: None*

Description: A study of information from the most updated version of the California Residential Code and compiles all building, plumbing, mechanical, fuel gas, and electrical requirements for one- and two-family dwellings up to three stories as mandated by the California Building Standards Commission. Topics under Title 24, Part 2.5 include Scope and Application, Administration, Definitions, Building Planning, Foundations, Floors, Wall Construction, Wall Covering, Roof-Ceiling Construction, Roof Assemblies, and Chimneys and Fireplaces. 54 hours lecture. (Letter grade only)



**EST-26**  
**California Fire Codes** **3.00 units**  
CSU

*Prerequisite: None*

Description: A study of building and fire codes used for construction, maintenance, and use of buildings and grounds in the State of California. Emphasis on understanding and application of code sections and provisions, and the relation between Fire and Building Codes. Addresses elements of codes in areas of special occupancies, grading, fire and building material standards, and building codes appendices as they apply to both building and fire applications. 54 hours lecture. (Letter grade only)

**EST-30**  
**Architectural Blueprint Reading** **3.00 units**  
CSU

*Prerequisite: None*

Description: A study of basic information for reading blueprints and construction drawings. Designed for those who must assimilate information found in working drawings and specifications. 54 hours lecture. (Letter grade only)

**EST-32**  
**Architectural Practice I** **3.00 units**  
CSU

*Prerequisite: None*

Description: An introductory course in wood construction methods and processes. Focus on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**EST-33**  
**Materials of Construction** **4.00 units**  
CSU

*Prerequisite: None*

Description: An introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites are utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context helps develop students' spatial and three dimensional skills. 54 lecture and 54 hours laboratory. (Letter grade only)

**EST-200**  
**Energy Systems Technology** **1.00 - 4.00 units**  
**WorkExperience** CSU

*Prerequisite: None*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass)

## ENGINEERING (ENE)

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**ENE-4**  
**Introduction to Engineering Design** **3.50 units**  
UC, CSU

*Prerequisite: None.*

Description: Students will develop an understanding of engineering design including the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving in order to produce a product. 54 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-5A**  
**Engineering Principles I** **3.00 units**  
UC, CSU

*Prerequisite: None*

*Advisory: MAT-36*

Description: First in a two-part series of project-based courses that demonstrates mastered skills in all fields of engineering. Course embraces the tenets of project-based learning, where students develop specific projects in mechanics, electrical and control systems. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-5B**  
**Engineering Principles II** **3.00 units**  
UC, CSU

*Prerequisite: ENE-5A.*

*Advisory: PHY-2A.*

Description: Second in a two-part series of project-based courses that demonstrate skill mastery in all fields of engineering. These projects include design and execution of engineering systems such as thermodynamics, statics, strength of materials, engineering reliability and, as a capstone project, the design and implementation of an electrical/electronic marble sorter. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass only)

**ENE-10****Intro to Engineering**  
(C-ID:ENGR 110)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Covers the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENE-21****Drafting****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Fundamentals of Architectural and Mechanical Engineering drafting including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimension, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-35****Statics**  
(C-ID:ENGR130)**3.00 units**  
UC, CSU*Prerequisite: PHY-4A and MAT-1A*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**ENE-38****Introduction to Programming Concepts and Methodologies for Engineers**  
(C-ID:ENGR120)**4.00 units**  
UC, CSU*Prerequisite: MAT-10*

*Advisory: Students will be expected to have a basic understanding of computing technology and computer operating procedures, with typing skills.*

Description: Introduces the basics of software development using a high level language utilizing programming and the interface of software with the physical world (e.g., the use of sensors). 54 hours lecture and 54 hours laboratory. (Letter grade only).

**ENE-39****Engineering Circuit Analysis**  
(C-ID:ENGR260;260L)**4.00 units**  
UC, CSU*Prerequisite: PHY-4B.**Corequisite: MAT-2.*

Description: An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**ENE-51****Print Reading****2.00 units**  
CSU*Prerequisite: None.**Advisory: ENE-21 or MAT-36.*

Description: A beginning course in the study of blueprints and their interpretation, types of projections, sections, symbols and abbreviations. This course is designed for students interested in engineering blueprint reading for the basic mechanical, electrical and machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-60****Math for Engineering Technology****3.00 units***Prerequisite: None.*

Description: A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. A review of basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

## ENGLISH (ENG)

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**ENG-1A****English Composition****4.00 units**(C-ID:ENGL100; ENGL105; ENGL110;  
ENGL120)

*All students qualify to take English 1A through qualifying placement. Prerequisite: Qualifying placement or ESL-50 or ENG-50 or ENG-80.*

Description: Emphasizes skills in critical reading and writing, including research. Integrated reading and writing assignments respond to various rhetorical situations. Students will produce a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-1AH****Honors English Composition**  
(C-ID:ENGL 100)**4.00 units**  
UC, CSU*Prerequisite: ENG-50 or ENG-80 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: Emphasizes skills in critical reading, and writing, including research. Integrated reading and writing assignments respond to various rhetorical situations. Students will produce a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. This 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. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-1B****Critical Thinking and Writing**  
(C-ID:ENGL 105 110)**4.00 units**  
UC, CSU*Prerequisite: ENG-1A or ENG-1AH.*

Description: Students will critically read diverse literary texts in order to compose inquiry-driven writing. Students will write a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-1BH****Honors Critical Thinking and Writing**  
(C-ID:ENGL 105 110)**4.00 units**  
UC, CSU*Prerequisite: ENG-1A or ENG-1AH.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: Students will critically read diverse literary texts in order to compose inquiry-driven writing. Students will write a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. This 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 1BH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-4****Writing Tutor Training****2.00 units**  
CSU*Prerequisite: ENG-1A or ENG-1AH.*

Description: Designed to prepare students to become peer tutors in the 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 co-author). 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. 27 hours lecture and 27 hours laboratory. (TBA option) (Letter grade only)

**ENG-6****British Literature I: Anglo-Saxonthrough**  
**Eighteenth Century****3.00 units**

(C-ID:ENGL 160)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: A survey of British literature from the eighth century CE 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, or Pass/No Pass Option.)

**ENG-7****British Literature II: Romanticismthrough**  
**Modernism/Post-Modernism****3.00 units**

(C-ID:ENGL 165)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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, or Pass/No Pass Option.)

**ENG-8****Introduction to Mythology****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH and REA-83.*

Description: A study of 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. (Same as HUM-8) (Letter grade only)

**ENG-9****Introduction to Shakespeare****3.00 units**

UC, CSU

*Prerequisite: None**Advisory: ENG-1B or ENG-1BH*

Description: A survey of Shakespeares 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. (Letter Grade, or Pass/No Pass option.)

**ENG-10****Special Studies in Literature****3.00 units**

CSU

*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH*

Description: 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. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**ENG-11**

**Creative Writing** **3.00 units**  
(C-ID:ENGL 200) UC, CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-12**

**Special Studies in Creative Writing** **3.00 units**  
CSU

*Prerequisite: None*

*Advisory: ENG-1A or ENG-1AH*

Description: Studies in the principles and practice of specialized areas of creative writing, such as genre writing, blogging, travel writing, the personal essay, long form writing. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class writing assignments provide practice in writing techniques as well as peer- and self-analysis. Topics are selected according to student and instructor needs and interest. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-14**

**American Literature I: Pre-Contactthrough Civil War** **3.00 units**  
(C-ID:ENGL 130) UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*

*Advisory: ENG-1B or ENG-1BH*

Description: 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. (Letter Grade, or Pass/No Pass option)

**ENG-15**

**American Literature II: 1860 to thePresent** **3.00 units**  
(C-ID:ENGL 135) UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*

*Advisory: ENG-1B or ENG-1BH*

Description: A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction, and drama of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-16**

**Introduction to Linguistics** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or qualification for English 1A.*

Description: 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, or Pass/No Pass Option.)

**ENG-17A**

**Literary Magazine Production: Beginning** **3.00 units**  
CSU

*Prerequisite: None*

*Advisory: ENG-1A or ENG-1AH*

Description: Beginning-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENG-17B**

**Literary Magazine Production:Intermediate** **3.00 units**  
CSU

*Prerequisite: ENG-17A*

*Advisory: ENG-1A or ENG-1AH*

Description: Intermediate-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter Grade, or Pass/No Pass Option)

**ENG-17C**

**Literary Magazine Production: Advanced** **3.00 units**  
CSU

*Prerequisite: ENG-17B*

*Advisory: ENG-1A or ENG-1AH*

Description: Advanced-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter Grade or Pass/No Pass Option)

**ENG-18**

**Survey of Native American Literature** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1B or ENG-1BH.*

Description: A survey of Native American literature from early oral narrative to contemporary literature using the critical lens of ethnic studies. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Same as ETS-18) (Letter Grade, or Pass/No Pass option)

**ENG-20**

**Survey of African American Literature** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1B or ENG-1BH.*

Description: A survey of African American literature from the early oral tradition to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to African American prose, poetry, and fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual, and artistic trends of African American culture and their relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20 or ETS-20. 54 hours lecture. (Same as ETS-20) (Letter Grade, or Pass/No Pass option)

<p><b>ENG-23</b> <b>The Bible As Literature</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH and REA-83.</i> Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Same as HUM-23) (Letter Grade, or Pass/No Pass Option.)</p>	<p><b>ENG-35</b> <b>Women in Literature</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1B or ENG-1BH</i> Description: 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. (Letter Grade, or Pass/No Pass Option.)</p>
<p><b>ENG-24</b> <b>Survey of Asian American Literature</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH.</i> Description: A survey of Asian American literature from the mid-19th century to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to Asian American prose, poetry, drama, and fiction, as well as a basic understanding of the cultural, intellectual, and artistic trends of Asian American culture and their relationship to literature. 54 hours lecture. (Same as ETS-24) (Letter Grade, or Pass/No Pass option)</p>	<p><b>ENG-38</b> <b>Introduction to Screenwriting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: Qualification for ENG-1A</i> Description: An introduction to an 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. (Letter Grade or Pass/No Pass option.)</p>
<p><b>ENG-25</b> <b>Latinx Literature of the United States</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH.</i> Description: Latinx 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 Latinx history, culture, and identity as expressed in the writings of American Latinx writers using the critical lens of ethnic studies. 54 hours lecture. (Same as ETS-25) (Letter Grade, or Pass/No Pass option)</p>	<p><b>ENG-38A</b> <b>Screenwriting: Beginning</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1A or ENG-1AH</i> Description: An 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 complete the first act of their own feature-length screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)</p>
<p><b>ENG-30</b> <b>Children's Literature</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ENGL 180)</p> <p><i>Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A</i> Description: 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. (Letter Grade, or Pass/No pass option)</p>	<p><b>ENG-38B</b> <b>Screenwriting: Intermediate</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ENG-38A</i> <i>Advisory: ENG-1A or ENG-1AH</i> Description: An intermediate exploration 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 complete the second act of their own feature-length screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)</p>
<p><b>ENG-34</b> <b>Literature by Women</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1B or ENG-1BH</i> Description: A study of literary works by female authors with unique and/or representative voices emphasizing the cultural or historical factors that have contributed to the creation of these fictional works. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	

**ENG-38C****Screenwriting: Advanced****3.00 units**  
CSU*Prerequisite: ENG-38B**Advisory: ENG-1A or ENG-1AH or*

Description: An advanced exploration 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 complete the third act of their own feature-length screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**ENG-39****Screenwriting II****3.00 units**  
CSU*Prerequisite: None**Advisory: ENG-38, FTV-70 and Qualification for ENG-1A*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**ENG-40****World Literature I: From Ancient Literatures to the  
Seventeenth Century** **3.00 units**

(C-ID:ENGL 140) UC, CSU

*Prerequisite: ENG-50 or ENG-80 or qualification for ENG 1A.**Advisory: ENG-1B or ENG-1BH*

Description: Significant works of world literature from Ancient literatures to the Seventeenth Century, 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 literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-41****World Literature II: Seventeenth Century Through  
the Present** **3.00 units**

(C-ID:ENGL 145) UC, CSU

*Prerequisite: ENG-50 or ENG-80**Advisory: ENG-1B or ENG-1BH*

Description: Significant works of world literature from the Seventeenth Century through the present, 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 literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-44****Poetry from the Twentieth Century to the Present****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-1B or ENG-1BH*

Description: The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-45****Modern Drama****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-1B or ENG-1BH*

Description: A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of dramas 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. (Letter Grade, or Pass/No Pass option.)

**ENG-48****Short Story and Novel from the Twentieth Century to  
the Present** **3.00 units**

UC, CSU

*Prerequisite: None**Advisory: ENG-1B or ENG-1BH*

Description: A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-50****Basic English Composition****4.00 units***Prerequisite: None**Advisory: ESL-55*

Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. This course is recommended for ESL 55 students before taking ENG 1A. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

**ENG-80****Preparatory Composition****6.00 units***Prerequisite: None*

Description: Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction is supplemented by writing lab activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course)(Letter grade only)

**ENG-90B****Special Topics in English: Research Methodologies** 1.00 unit  
CSU*Prerequisite: None.*

Description: Presents the essential process of conducting and presenting academic discipline-based research. Students learn and practice the process of developing and refining an academic research question beyond the composition level course research introduction; conducting library, field, and internet research; crafting a thesis statement; organizing gathered research material; drafting/outlining the presentation; using academic formatting in APA and MLA styles; and presenting the research in oral, written, and visual formats. Students may not receive credit for both ENG-90B and ENG-90BH. 18 hours lecture. (Letter Grade or Pass/No Pass option)

**ENG-90BH****Honors Special Topics in English: Research Methodologies** 1.00 unit  
CSU*Prerequisite: None.**Limitation on Enrollment: Enrollment in Honors Program.*

Description: Presents the essential process of conducting and presenting academic discipline-based research. Students learn and practice the process of developing and refining an academic research question beyond the composition level course research introduction; conducting library, field, and internet research; crafting a thesis statement; organizing gathered research material; drafting/outlining the presentation; using academic formatting in APA and MLA styles; and presenting the research in oral, written, and visual formats. This 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-90B and ENG-90BH. 18 hours lecture. (Letter grade or Pass/No Pass option)

**ENG-91****Academic Support for English 1** 2.00 units*Prerequisite: None.*

*Description: Limited to students concurrently enrolled in a co-requisite English 1A class, English 91 provides students with additional support for English 1A. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, meta-cognitive reflection, and strategies for college success and using college resources. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)*

*Corequisite: ENG-1A.*

Description: Limited to students concurrently enrolled in a co-requisite English 1A class, English 91 provides students with additional support for English 1A. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, meta-cognitive reflection, and strategies for college success and using college resources. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ENG-802****Composition Skills and Support for English 1A** 0 units*Prerequisite: None.**Limitation on Enrollment: Student must be actively enrolled in a section of English 1A to take this optional English 1A support course.*

Description: Offers composition skill support (primarily in reading strategies, writing process, and composition skills as needed from sentence-level skills to essay structure) for students concurrently enrolled in an English 1A course. This non-credit 18 hour course provides students additional instructional time with a dedicated instructor and a community of other students also seeking additional support for their writing skills in order to successfully complete English 1A. (Pass/No Pass only)

**ENG-885****Writing Clinic** 0 units*Prerequisite: None.*

Description: 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. May be taken a total of four times. 27 hours laboratory. (TBA option) (Pass/No Pass only)

**ENGLISH AS A SECOND LANGUAGE (ESL)****ESL-46****Beginning American College English** 5.00 units*Prerequisite: None**Advisory: Students should be aware that courses are taught in English.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL 47. Students will produce a minimum of 1,000 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter Grade or Pass/No Pass Option.)

**ESL-47****Low-Intermediate American College English** 5.00 units*Prerequisite: ESL-46 or ESL-846*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 48. Students will produce a minimum of 1,750 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter Grade or Pass/No Pass Option.)

**ESL-48****Intermediate American College English** **5.00 units***Prerequisite: ESL-47 or ESL-847.*

Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 49. Students will produce a minimum of 3,000 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade only)

**ESL-49****High-Intermediate American College English** **5.00 units**  
UC, CSU*Prerequisite: ESL-48 or ESL-848.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 50. Students will produce a minimum of 4,500 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade only)

**ESL-50****Advanced American College English** **5.00 units**  
UC, CSU*Prerequisite: ESL-49 or ESL-849 or qualifying placement.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ESL-65****American Classroom Culture** **1.00 unit***Prerequisite: None.*

Description: Assists 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 lecture. (Pass/No Pass only.)

**ESL-71****Basic Reading and Vocabulary** **4.00 units***Prerequisite: None.**Advisory: ESL-46 or ESL-846, Qualification for or enrollment in ESL 46/846 or higher.*

Description: Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-72****Intermediate Reading and Vocabulary** **4.00 units***Prerequisite: None.**Advisory: ESL-71 or ESL-47 or ESL-847, Qualification for or enrollment in ESL 47/847.*

Description: 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. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only)

**ESL-73****High Intermediate Reading and Vocabulary** **4.00 units***Prerequisite: None.**Advisory: ESL-72 or ESL-48 or ESL-848, Qualification for or enrollment in ESL 48/848.*

Description: Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-90D****Special Topics in ESL: Verb Tense Review** **2.00 units***Prerequisite: None.**Advisory: Qualification for or enrollment in , ESL-47 or ESL-847 or higher.*

Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-90L****Special Topics in English as a Second Language: Punctuation of Phrases and Clauses** **2.00 units***Prerequisite: None.**Advisory: Qualification for or enrollment in ESL 53 or higher.*

Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ESL-90M****Special Topics in English as a Second Language: Articles and Prepositions** **2.00 units***Prerequisite: None.**Advisory: ESL-53 or qualification for ESL 53 or higher.*

Description: Basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)



**ESL-90P****Special Topics in ESL: Mastering Academic Vocabulary** 2.00 units*Prerequisite: None.**Advisory: ESL-47 or higher.*

Description: Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-Degree credit) (Pass/No Pass option)

**ESL-91****Oral Skills I: Beginning Oral Communication** 3.00 units*Prerequisite: None.**Advisory: ESL-46 or ESL-846 (qualification or concurrent enrollment)*

Description: 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 common 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. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-92****Oral Skills II: Intermediate Oral Communication** 3.00 units*Prerequisite: None.**Advisory: ESL-91 (completion) or ESL-47 or ESL-847 (qualification or concurrent enrollment).*

Description: 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. 54 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-93****Oral Skills III: Advanced Oral Communication** 3.00 units*Prerequisite: None.**Advisory: ESL-92 and concurrent enrollment in ESL 54, 55 or ENG-50.*

Description: 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. 54 hours lecture and 18 hours laboratory. (Letter grade, or Pass/No Pass option)

**ESL-95****Pronunciation and Accent Reduction** 3.00 units*Prerequisite: None.**Advisory: Qualification for, or concurrent enrollment in, ESL-49 or ESL-849.*

Description: Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs 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 digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. 54 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-801****ESL Support for Career and Technical Programs** 0 units*Prerequisite: None.**Advisory: ESL-53.*

Description: This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. 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 eight times. 6-36 hours lecture. (Pass/No Pass only.)

**ESL-810****IT Workplace Language Support** 0 units*Prerequisite: None.*

Description: Introduces Information Technology (IT) careers with a focus on cybersecurity and workplace language support for advanced ESL students. Technology field-related vocabulary and language will be featured with emphasis on professional communication. (Pass/No Pass only)

**ESL-811****Basic Computer and Technology LanguageSupport** 0 units*Prerequisite: None.*

Description: An introduction to basic computer skills and technology for ESL students. Covers basic computer components and functions related to keyboards, operating systems, web browsers, and applications as well as related technical language and grammar. (Pass/No Pass only)

**ESL-846****Beginning American College English** 0 units*Prerequisite: None*

*Advisory: Students should be aware that course is taught in English.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL-847. Students will produce a minimum of 1,000 words or more of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass Option)

**ESL-847****Low-Intermediate American CollegeEnglish** 0 units*Prerequisite: ESL-846 or ESL-46.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 848. Students will produce a minimum of 1,750 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass Option)

**ESL-848****Intermediate American College English** 0 units*Prerequisite: ESL-47 or ESL-847.*

Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 849. Students will produce a minimum of 3,000 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option)

**ESL-849****High-Intermediate American CollegeEnglish** 0 units*Prerequisite: ESL-48 or ESL-848.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 850. Students will produce a minimum of 4,500 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ESL-850****Advanced American College English** 0 units*Prerequisite: ESL-49 or ESL-849.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

## ENTREPRENEURSHIP (ENP)

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**ENP-27G****Cyberpreneurship Capstone** 3.00 units  
CSU*Prerequisite: CIS-27A, CIS-27B, CIS-27F, CIS-87A, BUS-30, BUS-56*

Description: This Cyberpreneurship Capstone course is the culmination of the Cybersecurity and Entrepreneurship students' academic experience emphasizing the integration of knowledge acquired in previous courses. Students are required to incorporate a field research study to develop a cyber risk assessment plan, propose a risk mitigation scope of work for a company, develop an organizational map and prepare a personal business model canvas that illustrates the practicality of their particular cyberpreneurship business. 54 hours lecture. (Letter grade only) (Same as CIS-27G)

**ENP-50****Introduction to Entrepreneurship** 3.00 units  
CSU*Prerequisite: None*

Description: Designed for those interested in starting their own business, either as their primary income or extra income, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them, and 3) how to ensure they are valid business ideas with potential to meet profit goals. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future. 54 hours lecture. (Letter grade only)

**ENP-51****Entrepreneurship Basics** 3.00 units  
CSU*Prerequisite: None*

Description: Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only)

**ENP-52****Starting a Business With Limited Resources** 3.00 units*Prerequisite: None*

Description: Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises. 54 hours lecture. (Letter grade only)

**ENP-53****Money, Finance and Accounting for Entrepreneurs** 3.00 units  
CSU*Prerequisite: None*

Description: One of the more challenging aspects of entrepreneurship deals with financing. Determine how much you need and how entrepreneurial finance works: where, when, and how to get financing, equity, bootstraps, angel investors and venture capitalists. Learn the critical importance of leveraging resources. Discover what you really need to know about bookkeeping, accounting, and using numbers to make smarter decisions. 54 hours lecture. (Letter grade only)

**ENP-54****Business Model Canvas and Presentations For Entrepreneurs** 3.00 units  
CSU*Prerequisite: None*

Description: Designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations. 54 hours lecture. (Letter grade only)

**ENP-55****Entrepreneurial Simulation - Capstone** 3.00 units  
CSU*Prerequisite: None*

Description: Challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negotiation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation. 54 hours lecture. (Letter grade only)

**ENP-70****Building an Entrepreneurial Team** 3.00 units  
CSU*Prerequisite: None*

Description: The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. Provides critical insights into the often overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. Upon successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers, and distribution of ownership. 54 hours lecture. (Letter grade only)

**ENP-71****Solopreneurship** 3.00 units  
CSU*Prerequisite: None*

Description: Business opportunities develop in many forms, from sole-proprietors to corporations. A new and growing entity is the Solopreneur. This course will discuss the differences between the many types of solopreneurs such as freelancer, nomadic, and self-employed business owners. Students will learn about the Gig economy, legal business structures, e-commerce, networks, and key relationships. 54 hours lecture. (Letter grade only)

**ENP-801****Facebook for Business** 0 units*Prerequisite: None.*

Description: Facebook is the most popular social network and a powerful tool for growing and promoting your business. Create effective profiles, pages, groups, and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing. 10 hours lecture. (Pass/No Pass only)

**ENP-802****Pinterest and Instagram for Business** 0 units*Prerequisite: None.*

Description: Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to product high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand. 10 hours lecture. (Pass/No Pass only)

**ENP-803****YouTube for Business** 0 units*Prerequisite: None*

Description: Students learn to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Students learn to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes, and links. Uploading and editing film for YouTube is also covered. 10 hours lecture. (Pass/No Pass only)

**ENP-804****Twitter for Business 0 units***Prerequisite: None.*

Description: Students learn to set up a Twitter Business presence to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads. Includes engaging with prospects using tweets, RTs, DMs, follows, mentions, and hashtags. Students use tools to monitor feeds and schedule tweets, in addition to tracking the impact and measure the results of promoted tweets. 10 hours lecture. (Pass/No Pass only)

**ENP-805****LinkedIn for Business 0 units***Prerequisite: None*

Description: LinkedIn is the world's most popular business-oriented social media networking platform. Students learn to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues, and connecting with businesses around the globe. 10 hours lecture. (Pass/No Pass only)

**ENP-850****Introduction to Entrepreneurship 0 units***Prerequisite: None*

Description: Designed for those interested in starting their own business, either as their primary income or extra income, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them, and 3) how to ensure they are valid business ideas with potential to meet profit goals. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future. 54 hours lecture. (Letter grade only)

**ENP-851****Entrepreneurship Basics 0 units***Prerequisite: None*

Description: Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only)

**ENP-852****Starting a Business With Limited Resources 0 units***Prerequisite: None.*

Description: Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses, in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises. 54 hours lecture. (Letter grade only)

**ENP-853****Money, Finance and Accounting for Entrepreneurs 0 units***Prerequisite: None*

Description: One of the more challenging aspects of entrepreneurship deals with financing. Determine how much you need and how entrepreneurial finance works: where, when, and how to get financing, equity, bootstraps, angel investors and venture capitalists. Learn the critical importance of leveraging resources. Discover what you really need to know about bookkeeping, accounting, and using numbers to make smarter decisions. 54 hours lecture. (Letter grade only)

**ENP-854****Business Model Canvas and Presentations For Entrepreneurs 0 units***Prerequisite: None*

Description: Designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations. 54 hours lecture. (Letter grade only)

**ENP-855****Entrepreneurial Simulation - Capstone 0 units***Prerequisite: None*

Description: Challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negotiation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation. 54 hours lecture. (Letter grade only)

**ENP-870****Building an Entrepreneurial Team****0 units***Prerequisite: None*

Description: The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. Provides critical insights into the often overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. Upon successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers, and distribution of ownership. 54 hours lecture. (Letter grade only)

**ENP-871****Solopreneurship****0 units***Prerequisite: None*

Description: Business opportunities develop in many forms, from sole-proprietors to corporations. A new and growing entity is the Solopreneur. This course will discuss the differences between the many types of solopreneurs such as freelancer, nomadic, and self-employed business owners. Students will learn about the Gig economy, legal business structures, e-commerce, networks, and key relationships. 54 hours lecture. (Letter grade only)

## ETHNIC STUDIES (ETS)

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**ETS-1****Introduction to Ethnic Studies**

(C-ID:SJS110)

**3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the academic discipline of Ethnic Studies. Ethnic Studies is unique as an educational experience that defines and redefines the lives of people of color from their own perspectives. This course is an intersectional investigation that focuses on the histories, cultures and experiences of African Americans, Latinx peoples, Asian American and Pacific Islander, Indigenous peoples of America, and Middle Eastern and Arab American. Additionally, this course shall explore the work of key theorists of race, ethnicity, de-colonization and futurity whose work and ideas have formed the basis of the discipline. This course is in dialogue with the creative historical work of social movements, cultural and artistic productions, legal and public policy activisms, indigenous and liberationist epistemologies, community and identity formation, and radical social and political thought. This course emphasizes ideologies of resistance, persistence, liberation struggle, and radical knowledge production that both confront and transform oppressive conditions and create new possibilities for social change. (Letter grade only)

**ETS-2****Introduction to Chicana/o/x Studies****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Introduction to the academic discipline of Chicana/o/x Studies. The course will focus on the varied experiences of Chicana/o/x people, including their history, identity, and culture. Key moments in the history of the Chicana/o/x population are highlighted from the pre-Columbian and Spanish colonial periods to the present. Emphasis is placed on analyzing the complexity and diversity of the culture and identity of the Chicana/o/x people, with focus on race and ethnicity, class, citizenship, gender, sexuality, and region. 54 hours lecture. (Same as HIS-31) (Letter grade only)

**ETS-3****Introduction to African American Studies****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the discipline of African American Studies. African American Studies is unique as an academic discipline in that it defines and redefines the lives of African peoples from their own perspectives. Additionally, it will examine the sociological, political, economic, and philosophical perspectives on the experience of people of African ancestry in the United States and the diaspora. The values, experience, and cultural contributions of Black/African American individuals in the United States will be identified, examined, and authenticated. 54 hours lecture. (Letter grade only)

**ETS-7****Women of Color in the United States****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An interdisciplinary, multi-perspective, and comparative study of the experiences of women of color in the United States. The constructs of race, ethnicity, class, gender, and sexuality as they relate to social institutions and national ideologies will be explored. The examination and analysis of the historical, political, and economic influences that have informed the relationships between women of color and white women in the United States is foundational to this course. 54 hours lecture. (Letter grade only)

**ETS-8****Introduction to Black Feminism****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An interdisciplinary, multi-perspective, critical analysis, and comparative study of Black Feminism. Students will examine some of the key theories and ideas of Black Feminism and Black Feminist Thought, including womanist theory, the theory of intersectionality, and standpoint theory. The course will consider how Black women have challenged the intersecting effects of racism, sexism, classism, colonialism, homophobia, media exploitation, and other forms of social violence. Students will read major works, learn to engage in critical dialogue, and articulate their own positions concerning the basic ideas and principles of Black Feminism. The values, experience, and cultural contributions of Black feminist and/or Black womanist individuals in the United States will be identified, examined, and authenticated. 54 hours lecture. (Letter grade only)

**ETS-13****Survey of Black Thought****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An introduction to the influence of African philosophy and thought in the speeches and writings of influential African American thinkers. Surveys the core principles of African philosophy and their presence in modern texts related to significant movements in African American history, culture, and politics. African, African American, and Caribbean sources are used to provide a comparative perspective. Total of 54 hours lecture. (Same as PHI-14) (Letter grade only)

**ETS-14****African American History I****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the experience of Americans of African descent in America from the 1600s to 1865. The course begins with the history of African civilizations on the coast of West Africa, moves through the rise of slavery in the Americas, the origins and developments of American ideas about race, and the formation of African American culture(s) and identities. It then culminates with emancipation at the end of the Civil War. Although the history of African Americans is one of struggle and almost constant adversity, it is also one of strength and perseverance. In spite of the challenges, African Americans lived, loved, formed enduring communities, and created a unique culture. Since their involuntary arrival on the shores of North America during the early seventeenth century, Africans and their descendants confronted adversity by means of individual and collective action in numerous ways. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways African Americans have made their own history while simultaneously shaping and contributing to the history of the United States. 54 hours lecture. (Same as HIS-14) (Letter grade only)

**ETS-15****African American History II****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. This course will examine the meaning of "freedom" and "equality" and their impact on the larger discussion of "race" and "racism" in the United States. 54 hours lecture. (Same as HIS-15) (Letter grade only)

**ETS-18****Survey of Native American Literature****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of Native American literature from early oral narrative to contemporary literature using the critical lens of ethnic studies. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Same as ENG-18) (Letter Grade, or Pass/No Pass option)

**ETS-20****Survey of African American Literature****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of African American literature from the early oral tradition to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to African American prose, poetry, and fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual, and artistic trends of African American culture and their relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20 or ETS 20. 54 hours lecture. (Same as ENG-20) (Letter Grade, or Pass/No Pass option)

**ETS-21****Latinx Politics****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in the U.S. as well as the institutional relationship that Latinx groups have established and challenged within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations. 54 hours lecture. (Same as POL-21) (Letter grade only)

**ETS-23****Race, Ethnicity and Politics in America****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An examination of United States institutions of social, political and economic power from the history and experiences of minoritized populations such as African Americans, Latinas/os, Native Americans, Women, Asian Americans, and Immigrants. Students will analyze the U.S. Constitution as well the legislative, executive and judicial branches of governance with regard to citizenship, pluralism, and civil rights and liberties. Other emphases will be on diverse forms of political participation and how it influences U.S. institutions at the local, state and federal levels in movements towards achieving social justice. 54 hours lecture. (Same as POL-23) (Letter grade only)

**ETS-24**  
**Survey of Asian American Literature** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1B or ENG-1BH*

Description: A survey of Asian American literature from the mid-19th century to the present using the critical lens of ethnic studies.

Includes a comprehensive exposure to Asian American prose, poetry, drama, and fiction, as well as a basic understanding of the cultural, intellectual, and artistic trends of Asian American culture and their relationship to literature. 54 hours lecture. (Same as ENG-24) (Letter Grade, or Pass/No Pass option.)

**ETS-25**  
**Latinx Literature of the United States** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1B or ENG-1BH.*

Description: Latinx 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 Latinx history, culture, and identity as expressed in the writings of American Latinx writers using the critical lens of ethnic studies. 54 hours lecture. (Same as ENG-25) (Letter Grade, or Pass/No Pass option)

**ETS-27**  
**Native American Cultures** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture. (Same as ANT-4) (Letter grade only)

**ETS-28**  
**Native American History to 1871** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: 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. (Same as HIS-28) (Letter grade only)

**ETS-29**  
**Native American History II: Contemporary Society** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: 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. (Same as HIS-29) (Letter grade only)

**ETS-40**  
**Interdisciplinary Research Methods in Ethnic Studies** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: An advanced survey of key issues, themes, and debates in the field of critical race and ethnic studies. Examines methodological approaches to the study of race and ethnicity in the United States. The course also assesses the relative strengths and weaknesses of key methodological paradigms. Perspectives may include ethnography and oral history, archival research, literary and cultural analysis, and decolonizing methods. This course uses model studies to explore how comparative and relational problems are posed as research projects, how research questions are constructed, and how they employ methodological approaches to frame the project and establish what is at stake in the research. This course enhances students' disciplinary training by providing an interdisciplinary framework for applying their disciplinary research skills. 54 hours lecture. (Letter grade only)

**ETS-44**  
**Asian American History** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A survey of Asian immigration to the United States and Asian American history from the 19th century to the present. Emphasis will be placed upon major historical moments such as the California Gold Rush, Asian Exclusion, World War II, the Vietnam War, and the Civil Rights Movement to help underscore the development of Asian American communities and populations here in the United States. 54 hours lecture. (Same as HIS-44) (Letter grade only)

## FILM STUDIES (FST)

**FST-1**  
**Introduction to Film Studies** **3.00 units**  
UC, CSU

*Prerequisite: None*

*Advisory: Eligibility for ENG-1A*

Description: An introduction to the movies as an audio and visual medium and as an object of academic inquiry. Covers strategies for analyzing film's formal elements (composition and design within the frame, the shot, editing, and sound synchronization and sound mixing of the human voice, music, and sound effects, including environmental and ambient sound) and narrative structures. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. 54 hours lecture. Students may not receive credit for both FST-1 and FST-1H. (Letter Grade, or Pass/No Pass option.)

**FST-1H****Honors Introduction to Film Studies****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: Eligibility for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program.*

Description: An Honors Program introduction to the movies as audio and visual medium and as an object of academic inquiry. Covers strategies for analyzing film's formal elements (composition and design within the frame, the shot, editing, and sound synchronization and sound mixing of the human voice, music, and sound effects, including environmental and ambient sound) and narrative structures. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. This 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 FST-1 and FST-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-2****Introduction to Television Studies****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to television as an object of academic inquiry. Covers strategies for analyzing television's formal elements, including its audio and visual conventions; primary genres; evolving modes of production, distribution, and exhibition; and various critical methodologies. Provides instruction for writing about television as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by a survey of American and international television examples. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-3****Introduction to International Cinema****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to international cinema, focusing upon select films, filmmakers, and national cinemas from outside the United States, ranging from film's earliest decades to the present. Films, filmmakers, and national cinemas are studied in relation to questions of artistry, history, genre, style, culture, and politics. Includes an overview of methodologies for analyzing and researching film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-4****Introduction to Film Genres****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to classical and contemporary film genres, such as the Western, the gangster film, and the movie musical, within American and international film. Investigates their origins and evolutions, recognizing their role within creative and social expression, and examining their technical and thematic conventions. Includes a survey of representative film genres, movements and styles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-5****Fiction and Film: Adaptation****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introductory study of the interplay between fiction or literary non-fiction and film from the point of view of the writer and organized around selected case studies. Examples of fiction or literature non-fiction and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## FILM, TELEVISION AND VIDEO (FTV)

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**FTV-12****History of American Film****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: This course examines the historical development of film from the perspective of technology, and the art and science 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, discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture. (Letter grade only)

**FTV-38A****Beginning Film, Television and Video Production Project****3.00 units**  
CSU*Prerequisite: None.**Advisory: FTV-42 or FTV-44A or FTV-45A or FTV-48 or FTV-64A or FTV-66 or FTV-71A.*

Description: Supervised production of an approved project in television production, film production, audio or graphics in media. 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. 18 hours lecture and 108 hours laboratory. (Letter grade only)

**FTV-38B****Advanced Film, Television and Video Production Project****3.00 units**  
CSU*Prerequisite: FTV-38A.*

Description: Supervised completion of an approved project in television production, film production or audio production in media. Project pre-planning must be complete; emphasis on remaining production and post production activities. Completion of 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. 18 hours lecture and 108 hours laboratory. (Letter grade only)



<p><b>FTV-41</b> <b>Introduction to Telecommunications</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: A survey of electronic media including the history and development of electronic 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. (Letter grade only)</p>	<p><b>FTV-48</b> <b>Short Film Production</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: FTV-74.</i> Description: 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. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>
<p><b>FTV-42</b> <b>Writing for Broadcast Television</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> Description: The theory and practice of short-form writing for broadcast television. 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. Also includes use of script-writing software. 54 hours lecture. (Letter Grade or Pass/No Pass option)</p>	<p><b>FTV-51A</b> <b>Film, Television and Video Laboratory I</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None</i> <i>Corequisite: FTV-45A or FTV-44A</i> Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 54 hours laboratory.(Letter Grade or Pass/No Pass option)</p>
<p><b>FTV-44A</b> <b>Beginning Television Production</b> <b>3.50 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Corequisite: FTV-51A or FTV-51B</i> Description: Basic principles of television production including operation of equipment, ENG (electronic news gathering), and live-to-tape studio production. Emphasis on the process and crew functions of live-to-tape studio production. Students will produce one roll-in segment of approximately 4 minutes. 36 hours lecture and 81 hours laboratory. (Letter grade only)</p>	<p><b>FTV-51B</b> <b>Film, Television and Video LaboratoryII</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: FTV-51A</i> Description: Supervised laboratory work on a visual media project at an intermediate level. This course looks to build upon the skills and techniques learned in FTV-51A. and reinforces skills through practical hand-on application. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)</p>
<p><b>FTV-45A</b> <b>Beginning Television News Production</b> <b>3.50 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: JOU-1 or ENG-1A or ENG-1AH</i> <i>Corequisite: FTV-51A</i> Description: An entry-level course in television news gathering and television news production for cablecast. Includes in-studio live-to-tape production principles of journalism and journalistic ethics as well as the practice of television news gathering. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. 36 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>FTV-52</b> <b>Film, Television and Video Laboratory</b> <b>2.00 units</b> CSU</p> <p><i>Prerequisite: None</i> Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 108 hours laboratory. (Letter Grade or Pass/No Pass option)</p>
	<p><b>FTV-53</b> <b>Telecommunications Laboratory</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. Students will use film and TV equipment to make a film or video. 162 hours laboratory. (Letter grade or Pass/No Pass option)</p>

**FTV-64A**  
**Beginning Digital Editing Principles And Techniques**      **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Non-linear computer-based editing. Includes basic concepts of editing in post production designed to teach the aesthetics as well as techniques of the edit for film and TV. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FTV-65**  
**Director's Art in Filmmaking**      **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: 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 terminology of filmmaking and film analysis, the director's responsibilities and relationship to other crew members; also explores the tools and strategies that directors use in shaping the impact of a film. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic and contemporary films and the styles of great directors, including but not limited to: David Lynch, Woody Allen, The Cohen Brothers, John Woo, Marc Forster, Wayne Wang, Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-66**  
**Advanced Digital Editing Concepts**      **3.00 units**  
 CSU

*Prerequisite: FTV-64.*

Description: Advanced concepts in digital video editing. Emphasis will be placed on importing multimedia files, special effects, titling, graphics, and chroma key. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**FTV-67**  
**Introduction to Video Production**      **2.00 units**  
 CSU

*Prerequisite: None.*

Description: 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. 27 hours lecture and 27 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-68**  
**Story Development Process**      **3.00 units**  
 CSU

*Prerequisite: None.*

Description: 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, as well as the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-71A**  
**Beg Sound Engineering for Audio in Media**      **3.00 units**  
 CSU

*Prerequisite: None.*

Description: 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. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**FTV-72**  
**Intro to Lighting Design for Film, TV**      **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Introduction to the practice of interpreting and implementing effective lighting designs for film, television, video and multimedia applications. Students will learn to use a variety of lighting techniques and instruments, both professional and improvised, to achieve specific artistic objectives. Course includes characteristics of light, quantity and quality of light, interpreting lighting requirements, and mood enhancement through the use of light. 36 hours lecture and 54 hours laboratory. (TBA option)(Letter Grade or Pass/No Pass option)

**FTV-74**  
**Production Planning and Management**      **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: FTV-38A or FTV-48.*

Description: Practical and technical elements of developing the shooting script required to move the story from the page to the screen. The course introduces techniques for developing the script breakdown with camera placement and movement, location and production scheduling, budgeting, and lining the script. Particular emphasis is placed on balancing the art of the story with the practicalities of filmmaking. Students will develop the shooting script for an original short film screenplay idea or adaptation. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-76**  
**Advanced Digital Audio Recording ProTools 201**      **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Advanced principles of computer-based studio recording and audio editing using the industry standard software, Pro Tools. Covers the core concepts and skills you need to operate a Pro Tools system in a professional studio environment. Students will go into greater depth into concepts such as automation, editing, mixing, and session management. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FTV-77****Intermediate Lighting Techniques for Film, Tv and Video** 3.00 units

CSU

*Prerequisite: FTV-72*

Description: Intermediate concepts in lighting for film, television, video, and multimedia applications. Specific methods of film and television lighting. Included will be maximizing the camera performance including Kelvin manipulation, perfecting the scout, coordinating the set, shot checking before the edit, continuity of light during coverage, adjusting windows on the set, creating the different movie genres in lighting, exterior lighting with bounce, green screen, film noir, and creating black and white images. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass)

**FTV-79****Introduction to Special Effects Make-Up For Film, Television and Video** 3.00 units

CSU

*Prerequisite: None.*

Description: Basic skills necessary to implement basic special effect makeup for film, television and video. Introduces techniques including but not limited to basic three dimensional correction, basic makeup (male/female), color theory, skin pigment tone matching, aging, aging stretch and stipple, facial hair, animal simulation, injury simulation, cadaver makeup, appliance and prosthetic application. Using design concepts, students will learn to recognize and implement the inherent components that are needed in character analysis and development, script breakdown and use of the morgue. Throughout the technical applications, students will learn and practice professional behavior, etiquette and industry language required to create a career in the entertainment industry. 54 hours lecture. (Letter grade only)

**FTV-200****Telecommunications Work Experience** 1.00 - 4.00 units

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**FRENCH (FRE)****FRE-1****French 1****5.00 units**

UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking, and writing. Emphasis on acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. Includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**FRE-2****French 2****5.00 units**

UC, CSU

*Prerequisite: FRE-1 or qualifying placement levels on the French assessment test or the equivalent.*

Description: 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. Includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**FRE-3****French 3****5.00 units**

UC, CSU

*Prerequisite: FRE-2 or qualifying placement levels on the French assessment test or the equivalent.*

Description: 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. Includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**FRE-8****Intermediate Conversation****3.00 units**

UC, CSU

*Prerequisite: FRE-2 or FRE-3*

Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FRE-11****Culture and Civilization****3.00 units**

UC, CSU

*Prerequisite: None*

Description: Introduction to France's cultural norms, values, social development, and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## GEOGRAPHY (GEG)

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### GEG-1

#### Physical Geography (C-ID:GEOG 110)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only)

### GEG-1H

#### Honors Physical Geography (C-ID:GEOG 110)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. 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 GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only)

### GEG-1L

#### Physical Geography Laboratory (C-ID:GEOG 111)

**1.00 unit**  
UC, CSU

*Prerequisite: None.*

*Corequisite: GEG-1DE or GEG-1H.*

Description: Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory. (Letter grade only)

### GEG-2

#### Human Geography (C-ID:GEOG 120)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture. (Letter grade only)

### GEG-3

#### World Regional Geog (C-ID:GEOG 125)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture. (Letter grade only)

### GEG-4

#### Geography of California (C-ID:GEOG 140)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: An introduction to California's physical and cultural diversity as well as the issues facing individual regions. The course introduces students to a geographic approach to observing, understanding, and explaining California's ethnic diversity, culture, environment, natural resources, geologic and human history, and environmental impact. Emphasis is placed on contemporary social, economic, and environmental issues that Californians are facing in the context of California's history and reputation as a leader in cultural, social, and technological innovation. Topics include the formation of California's physical landscapes and physiographic regions, natural resources, weather and climate, biogeography and ecology, environmental change, water resources, air quality, agriculture, technology and manufacturing, population, Native American history and demographic change, culture and ethnic and racial diversity. 54 hours lecture. (Letter grade or Pass/No Pass only)

### GEG-5

#### Weather and Climate (C-ID:GEOG 130)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, wind, air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. Understanding the human impact on weather and climate is an important thread throughout the course. 54 hours lecture. (Same as PHS-5.) (Letter grade only)

### GEG-6

#### Geography of Us and Canada

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: An overview of the regions of the United States and Canada. Topics include physical geography, regional interactions and current political, economic, demographic and cultural issues. 54 hours lecture. (Letter grade only)

**GEG-7****Map Interpretation and Analysis**  
(C-ID: GEOG 150)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Maps are tools that we use to navigate, explore, and understand our world. This course introduces us to maps and their interpretation and analysis as forms of data, information, and as tools of communication about our world. The elements of map design, including data sources, projections, scale, and symbology are examined. The role that map design, error, and subjective choices play in creating maps that inform, impress, or mislead, as well as other map purposes, may be covered. Fundamental skills, including the use of map grids, scale, and symbols to identify and interpret landscape features are developed. Methods and the use of tools for measurement and analysis of distances, areas, direction, and route finding with maps, will be practiced. The relationship between remote sensing data/satellite images and aerial photography may be examined, including image and air photo analysis techniques. 54 hours lecture. (Letter grade only)

**GEG-8****Introduction to Geographic Information Systems, With Lab**  
(C-ID:GEG155)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Study of Geographic Information Systems (GIS) and science. Examines fundamental concepts including the utility of GIS in numerous career fields, digital data models, spatial database design, and approaches for spatial analysis of geographic data. Lab introduces students to applications of GIS for exploring environmental and social issues while developing core skills for working with, evaluating, and extracting information from digital map data. GIS and GPS applications will be used for data gathering, management, analysis, and display. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**GEG-30A****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

**GEG-30B****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

**GEG-30C****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

**GEG-30D****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

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## GEOLOGY (GEO)

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**GEO-1****Physical Geology**

(C-ID:GEOL 100; GEO-1+GEO-1L=GEOL101)

**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. Also examines some of the social consequences of geologic processes, and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (Geology 1L) and optional field courses (Geology 30 and Geology 31). 54 hours lecture. (Letter grade only)

**GEO-1B****Historical Geology**  
(C-ID:GEOL 111)**4.00 units**  
UC, CSU*Prerequisite: None**Advisory: GEO-1 and MAT-35 and ENG-1A.*

Description: Examines the 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 may be required. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**GEO-1L****Physical Geology Laboratory**  
(C-ID:GEOL 100L)**1.00 unit**  
UC, CSU*Prerequisite: None.**Corequisite: GEO-1.*

Description: 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 rocks and minerals, and the study of plate tectonics. 54 hours laboratory. (Letter grade only)

**GEO-2****Geology of National Parks and Monuments****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, videos, pictures and maps. 54 hours lecture. (Letter grade only)

**GEO-3****Geology of California**  
(C-ID:GEOL 200)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of California's geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Topics include: examining present and ancient geological environments; 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 in GEO-30A, 30B or 31 will accompany this course.) (Letter grade only)

**GEO-4****Earth Science for Educators****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: The study of the forces and processes that have created and shaped the solar system, the Earth, its atmosphere and oceans. This lecture and lab combination course is oriented towards students seeking to become earth science teachers in a K-12 setting. This course is not the equivalent of Geology 1, Physical Geology, and does not fulfill any requirements for the ADT in geology, or transfer for a bachelors in geology or earth science. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**GEO-5****Natural Hazards and Disasters****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: MAT-35 and ENG-1A.*

Description: Focus on natural hazards and disasters that includes such phenomena as earthquakes, volcanic eruptions, tsunamis, hurricanes, tornadoes, landslides, meteor impacts, sea level rise, mass extinctions, flooding, and climate change. Topics also include preparation, monitoring, response and mitigation. (Letter grade only)

**GEO-30A****Geologic Field Studies of SouthernCalifornia****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

Description: An extensive field course experience with trips to regional points of geologic interest. This class includes a series of three to four field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blawkhawk Landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, Californias coastline, the San Bernardino Mountains, Rainbow Basin, Calico Mountains, Portuguese Bend Landslide, Red Rock Canyon State Park, Pisgah Crater, San Diego mining district and others. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. Class meets during the first week of the semester. Total of 54 hours laboratory. (TBA option) (Letter grade only)

**GEO-30B****Geologic Field Studies of SouthernCalifornia****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3*

Description: An extensive field course with trips to regional points of geologic interest. This class includes two weekend field excursions, to sites of geologic interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Eastern Mojave Desert National Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. The first class meeting is during the first week of the semester. 54 hours laboratory. (TBA option) (Letter grade only)

**GEO-31****Regional Field Studies in Geology****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3*

Description: An extensive field course experience with trips to regional points of geologic interest. This class can be taught as a series of field excursions or as one, week-long geology trip to a site of interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode country, Mount Lassen, San Luis Obispo, Carlsbad Caverns and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours laboratory. (TBA option) (Letter grade only)

**GEO-32****Regional Field Studies in Geology****2.00 units**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

Description: An extensive field course experience with trips to regional points of geologic interest. This class encompasses a two-week field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. 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 student understanding and interest in the geologic sites visited. This course is also designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 108 hours during summer session or winter intersession. (TBA option) (Letter grade only)

## GUIDANCE (GUI)

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**GUI-45****Introduction to College****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: 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 District 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.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. 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. (Pass/No Pass only.)

**GUI-46****Intro Transfer Process****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Provides an introduction to the transfer process. 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. (Letter Grade, or Pass/No Pass option)

**GUI-47****Career Exploration and Life Planning****3.00 units**  
UC, CSU*Prerequisite: None*

Description: In depth career and life planning: 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 also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture. (Letter grade only)

**GUI-48****College Success Strategies****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. 54 hours lecture. (Letter grade only)

**GUI-845****College Readiness****0 units***Prerequisite: None*

Description: An introduction to college terms, support services, personal factors that contribute to academic success which helps students make effective decisions regarding their English and Math placement and major/program of study. As a result of class activities, students will be able to utilize effective interpersonal communication skills to interact with peers and faculty on campus. Topics include understanding the differences between high school and college; students' rights and responsibilities; and how to access academic and student support services offered at Riverside Community College District. (Pass/No Pass only)

**GUI-847A****Career Readiness****0 units***Prerequisite: None.*

Description: Introduction to help students make effective decisions regarding their career and life choices. Students will gain self-awareness and development techniques for successful career development and life planning. Topics include personal development and characteristics for work, job search strategies and techniques, labor market trends and developing a career and life action plan. 24 hours lecture. (Letter grade or Pass/No Pass option)

**GUI-847B**  
**Educational Planning** **0 units**  
*Prerequisite: None.*  
 Description: Designed to help students make effective decisions regarding their educational options that lead to career/job placement. Students will gain self-awareness and develop techniques for successful career development, life planning, and student educational planning. Topics include understanding higher education structure in California, programs of study offered at Riverside Community College District, transfer requirements and major preparation, and developing a student educational plan that will lead to career/job placement. 24 hours lecture. (Letter grade or Pass/No Pass option)

**GUI-848**  
**Student Success** **0 units**  
*Prerequisite: None*  
 Description: Provides strategies to succeed in college. Topics include personal growth theories, health and wellness for students, and specific strategies in study skills, test taking skills, time management and the use of educational technology. (Pass/No Pass only)

## HEALTH SCIENCE (HES)

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**HES-1**  
**Health Science** **3.00 units**  
 UC, CSU  
*Prerequisite: None.*  
 Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Same as BIO-35) (Letter grade only)

## HISTORY (HIS)

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**HIS-1**  
**World History to 1500** **3.00 units**  
 (C-ID:HIST 150) UC, CSU  
*Prerequisite: None.*  
 Description: 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. (Letter grade only)

**HIS-2**  
**World History Since 1500** **3.00 units**  
 (C-ID:HIST 160) UC, CSU  
*Prerequisite: None.*  
*Advisory: REA-83.*  
 Description: A survey of the evolution of modern world history 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. (Letter grade only)

**HIS-2H**  
**Honors World History Since 1500** **3.00 units**  
 (C-ID:HIST160) UC, CSU  
*Prerequisite: None.*  
*Advisory: REA-83.*  
*Limitation on enrollment: Enrollment in the Honors Program.*  
 Description: A Honors Program survey of the evolution of modern world history 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. 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 HIS-2 and HIS-2H. 54 hours lecture. (Letter grade only)

**HIS-6**  
**United States History to 1877** **3.00 units**  
 (C-ID:HIST 130) UC, CSU  
*Prerequisite: None.*  
*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*  
 Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture. (Letter grade only)

**HIS-6H**  
**Honors United States History to 1877** **3.00 units**  
 (C-ID:HIST 130) UC, CSU  
*Prerequisite: None.*  
*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*  
*Limitation on Enrollment: Enrollment in Honors Program.*  
 Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. This 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 HIS-6 and and HIS-6H. 54 hours lecture. (Letter grade only)



**HIS-7****United States History From 1865**

(C-ID:HIST 140)

**3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government.

Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture. (Letter grade only)

**HIS-7H****Honors United States History From 1865**

(C-ID:HIST 140)

**3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.**Limitation on Enrollment: Enrollment in the Honors Program.*

Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government.

This 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 HIS-7 and HIS-7H 54 hours lecture. (Letter grade only)

**HIS-11****Military History of the United States To 1900****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83.*

Description: 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. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as MIL-1) (Letter grade only)

**HIS-12****Military History of the United States Since 1900****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83*

Description: An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth and twenty-first centuries. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as MIL-2) (Letter grade only)

**HIS-14****African American History I****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A survey of the experience of Americans of African descent in America from the 1600s to 1865. The course begins with the history of African civilizations on the coast of West Africa, moves through the rise of slavery in the Americas, the origins and developments of American ideas about race, and the formation of African American culture(s) and identities. It then culminates with emancipation at the end of the Civil War. Although the history of African Americans is one of struggle and almost constant adversity, it is also one of strength and perseverance. In spite of the challenges, African Americans lived, loved, formed enduring communities, and created a unique culture. Since their involuntary arrival on the shores of North America during the early seventeenth century, Africans and their descendants confronted adversity by means of individual and collective action in numerous ways. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways African Americans have made their own history while simultaneously shaping and contributing to the history of the United States. 54 hours lecture. (Same as ETS-14) (Letter grade only)

**HIS-15****African American History II****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: 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. This course will examine the meaning of "freedom" and "equality" and their impact on the larger discussion of "race" and "racism" in the United States. 54 hours lecture. (Same as ETS-15) (Letter grade only)

**HIS-16****African History to 1800****3.00 units**

CSU

*Prerequisite: None*

Description: History of Africa from the Paleolithic period to 1800; an interdisciplinary survey of the emergence and development of African civilizations that focuses on geographical, environmental economic, social, cultural, and political issues. Discusses some of the most significant developments of the African past, including early state-building, the growing influence of Islam and Christianity, and the impact of the trans-Atlantic slave trade. To accomplish these aims, this course will investigate how scholars approach this history through archeological evidence, oral traditions, and written documents to understand historical developments on the continent. 54 hours lecture. (Letter grade or Pass/No Pass option)

**HIS-17****African History From 1800 to Present****3.00 units**  
CSU*Prerequisite: None*

Description: A study of the social, cultural, economic, and political histories of the African continent since 1800. Because of the complexity and size of the African continent, the course does not attempt to provide a comprehensive history of each country, people, and region. Rather, it is organized chronologically and thematically, examining questions of race, gender, ethnicity, violence, environment, disease, and nationalism in the pre-colonial, colonial, and post-colonial contexts. The course focuses the implications of European invasion and colonization of Africa, African resistance to colonization, the emergence of African nationalist movements, the establishment of independent African nations, and African nations post-colonization. 54 hours lecture. (Letter grade or Pass/No Pass option)

**HIS-18****Modern European History****3.00 units**  
CSU*Prerequisite: None*

Description: A survey of the developments that have shaped Europe's political, economic, social and cultural development since 1900, with emphasis on European and world relationships since 1750. Major topics will include the Enlightenment, the French and Haitian Revolutions, the Nineteenth-Century Revolutions, the rise of science and technology, the effects on Europe of the World Wars and the power blocks, along with the reason for current European attitudes. The course will discuss historical debates on where the limits of Europe have been drawn over time, how Europe has written itself, and been characterized by others. We will also consider identity, knowledge, religion, and how change can be possible, positive, and long-lasting in various historical contexts. We will also explore disasters and potential "modernities gone wrong": Colonization/Imperialism, two World Wars, Fascism, Genocide(s), and the Cold War in a divided Europe. We will emphasize historical method, read primary and secondary sources, and in dialogic lectures discuss the debates regarding the European past tied up in questions of knowledge, philosophy, and politics up until the present day. 54 hours lecture. (Letter grade or Pass/No Pass option)

**HIS-19****Modern Russian History****3.00 units**  
UC, CSU*Prerequisite: None.*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: The basic social and political development of Russia, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture. (Letter grade only)

**HIS-25****History of Mexico****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A general survey of the history of Mexico from its pre-conquest origins, Spanish Conquest and colonial society, independence and political evolution, foreign intervention and modernization, Revolution and reforms, and continued development to the present. The class examines political, economic, cultural, and social transformations of the country with attention to local and regional experiences. It also looks at Mexico's relationship to the rest of the world, particularly the United States, and how these relationships impact the nation politically, economically, culturally, and socially. 54 hours lecture. (Letter grade only)

**HIS-26****History of California****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture. (Letter grade only)

**HIS-28****Native American History to 1871 Contact Period****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. (Same as ETS-28) (Letter grade only)

**HIS-29****Native American History II: Contemporary Society****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. (Same as ETS-29) (Letter grade only)

**HIS-31****Introduction to Chicana/o/x Studies****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduction to the study of the Chicana/o/x people, including their history, identity, and culture. Key moments in the history of the Chicana/o/x population are highlighted from the pre-Columbian and Spanish colonial periods to the present. Emphasis is placed on analyzing the complexity and diversity of the culture and identity of the Chicana/o/x people, with focus on race and ethnicity, class, citizenship, gender, sexuality, and region. 54 hours lecture. (Same as ETS-2) (Letter grade only)

**HIS-32**  
**History of Early Latin America** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-83.*

Description: A survey of Early Latin American history from the pre-Colombian period to the early nineteenth century. Emphasis is placed on the indigenous past, conquest, Catholic Church, race and social relations, economic and political structures, and the dissolution of colonial rule. 54 hours lecture. (Letter grade only)

**HIS-33**  
**History of Modern Latin America** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: A survey of Latin American history from the early nineteenth century to the present. Emphasis is placed on the social, political, and economic transformations of these nations, and the impact of such transformation on the everyday lives of its diverse peoples. We will also explore US-Latin American relationship from the Monroe Doctrine, the Age of Empire, the Cold War, NAFTA, to 21st century issues such as neoliberalism (globalization). 54 hours lecture. (Letter grade only)

**HIS-34**  
**History of Women in the United States** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: A study of the political, economic, social, and cultural history of women in the United States of America. An intersectional examination of women's diverse lives, identities, and status since the pre-colonial era, including: Native American women, British colonization, slavery, race, nationalism, the cult of domesticity, sexuality, gender identity, women's rights, women's suffrage, abolition, waves of feminism, women of color feminisms, legislative and political action, coalition building, Civil Rights Revolution, and concerns of the post-Civil Rights era. 54 hours lecture. (Letter grade only)

**HIS-35**  
**History of Britain** **3.00 units**  
 UC, CSU

*Prerequisite: None*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: A historical survey of developments of the major social, political, and economic ideas and institutions of the England and the British isles from the Roman occupation, the Anglo-Saxons and the Norman Invasions, the Tudor and Stuart reigns, the age of Enlightenment, the British Empire and modern Britain. 54 hours lecture. (Letter grade only)

**HIS-38**  
**LGBTQ+ History in the United States** **3.00 units**  
 CSU

*Prerequisite: None*

Description: Survey of the origins, development, and current status of the Lesbian, Gay, Bisexual, Transgender, and Queer reform and liberation movements in the United States, with particular emphasis since WWII. Includes the lives, communities, organizations, and resistance movements created by LGBTQ+ peoples from diverse racial, ethnic, and class backgrounds. Investigates the specificities

of American lesbian, gay, bisexual, transgender, and queer historical experiences, and studies the evolving significance and successive forms of their construction, repression, and expression in the United States. 54 hours lecture. (Letter grade or Pass/No Pass option)

**HIS-42**  
**History of East Asia** **3.00 units**  
 UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and ENG-1A*

Description: A survey of the development of East Asian Civilizations in China, Japan, and Korea from prehistory to the present, including cultural foundations, the development of an East Asian cultural sphere, East Asia's participation in global economies, the era of Western domination, the Pacific War, and the era of decolonization. 54 hours lecture. (Letter Grade only)

**HIS-44**  
**Asian American History** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: A survey of Asian immigration to the United States and Asian American history from the 19th century to the present. Emphasis will be placed upon major historical moments such as the California Gold Rush, Asian Exclusion, World War II, the Vietnam War, and the Civil Rights Movement to help underscore the development of Asian American communities and populations here in the United States. 54 hours lecture. (Same as ETS-44) (Letter grade only)

## HUMANITIES (HUM)

**HUM-4**  
**Arts and Ideas: Ancient World Through the Late Medieval Period** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

Description: 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. (Letter grade only)

**HUM-4H****Honors Arts and Ideas: Ancient World Through the Late Medieval Period** **3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in Honors Program.*

Description: 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. This 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-4 and HUM-4H. 54 hours lecture. (Letter grade only)

**HUM-5****Arts and Ideas: Renaissance through the Modern Era** **3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, 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 contemporary thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture. (Letter grade only)

**HUM-5H****Honors Arts and Ideas: The Renaissance through the Modern Era** **3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A**Limitation on enrollment: Enrollment in Honors Program.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, 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. This 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. (Letter grade only)

**HUM-8****Introduction to Mythology****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH and REA-83.*

Description: A study of 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. (Same as ENG-8) (Letter grade only)

**HUM-9****American Voices****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and qualification for ENG-1A.*

Description: 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. (Letter grade only)

**HUM-10****World Religions****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the methods of the academic study of religion and analysis of the category of "religion." Provides a nonsectarian survey and analysis of the concepts, practices, and historical and cultural influences of major world religious traditions, which may include indigenous religions, such as Native American, African, Afro-Caribbean, and Oceanic religions; Asian-origin religions, such as Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, and Shinto; Middle Eastern-origin religions, such as Judaism, Christianity, Islam, and Zoroastrianism; and New Religious Movements, such as atheism, Scientology, Neopaganism, and New Age. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture. (Letter grade only)

**HUM-10H****Honors World Religions****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the methods of the academic study of religion and analysis of the category of "religion." Provides a nonsectarian survey and analysis of the concepts, practices, and historical and cultural influences of major world religious traditions, which may include indigenous religions, such as Native American, African, Afro-Caribbean, and Oceanic religions; Asian-origin religions, such as Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, and Shinto; Middle Eastern-origin religions, such as Judaism, Christianity, Islam, and Zoroastrianism; and New Religious Movements, such as atheism, Scientology, Neopaganism, and New Age. This Honors course 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. (Letter grade only)

**HUM-11****Religion in America****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: HUM-10, REA-83 and qualification for ENG-1A.*

Description: 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. (Letter grade only)

**HUM-16****Arts and Ideas: American Culture****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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. (Letter grade only)

**HUM-18****Death: an Interdisciplinary Perspective****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: 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 works of literature, art, and philosophy. 54 hours lecture. (Letter grade only)

**HUM-20A****Arts and Ideas: Special Studies in Humanities****1.00 unit**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 18 hours lecture. (Letter grade only)

**HUM-20B****Arts and Ideas: Special Studies in Humanities****2.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 36 hours lecture. (Letter grade only)

**HUM-20C****Arts and Ideas: Special Studies in Humanities****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 54 hours lecture. (Letter grade only)

**HUM-23****The Bible As Literature****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH and REA-83*

Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Same as ENG-23) (Letter Grade, or Pass/No Pass Option)

**HUM-35****Philosophy of Religion****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: PHI-10 or PHI-11*

Description: 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. (Letter grade only)

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## INTERDISCIPLINARY STUDIES (ILA)

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**ILA-3****Student Resiliency****1.00 unit***Prerequisite: None*

Description: This participatory course trains students how to attain, foster, and utilize skills that may support academic success in the face of adversity. The course includes theories of resiliency, workshops on strategies for resilience and academic success, problem-solving applications, and network building. 18 hours lecture. (Letter grade only)

**ILA-5**  
**Service Learning and Community Involvement** **1.00 - 4.00 units**

*Prerequisite: None*

Description: Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ILA-800**  
**Supervised Tutoring** **0 units**

*Prerequisite: None*

*Corequisite: Student must be enrolled in at least one other non-tutoring course.*

Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (No grade)

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## ITALIAN (ITA)

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**ITA-1**  
**Italian 1** **5.00 units**  
 UC, CSU

*Prerequisite: None*

Description: 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. (TBA option) (Letter Grade or Pass/No Pass option.)

**ITA-2**  
**Italian 2** **5.00 units**  
 UC, CSU

*Prerequisite: ITA-1 or qualifying placement level on the Italian assessment test or the equivalent.*

Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-3**  
**Italian 3** **5.00 units**  
 UC, CSU

*Prerequisite: ITA-2 or qualifying placement level on the Italian assessment test or the equivalent.*

Description: 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. Includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-11**  
**Italian Culture and Civilization** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Introduction to Italy's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## JAPANESE (JPN)

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**JPN-1**  
**Japanese 1** **5.00 units**  
 UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. Includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA Option) (Letter Grade, or Pass/No Pass option.)

**JPN-2**  
**Japanese 2** **5.00 units**  
 UC, CSU

*Prerequisite: JPN-1*

Description: 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 Japanese at the beginning level. Includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA Option) (Letter Grade, or Pass/No Pass option.)

**JPN-3**  
**Japanese 3** **5.00 units**  
 UC, CSU

*Prerequisite: JPN-2.*

Description: 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 Japanese at the intermediate level. Includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

**JPN-4**  
**Japanese 4****5.00 units**  
UC, CSU*Prerequisite: JPN-3*

Description: 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. Includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**JPN-11**  
**Japanese Culture and Civilization****3.00 units**  
UC, CSU*Prerequisite: None*

Description: Introduction to Japan's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## JOURNALISM (JOU)

**JOU-1**  
**Introduction to Journalism**  
(C-ID:JOUR 110)**3.00 units**  
CSU*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or qualifying placement into ENG 1A.*

Description: An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture. (Letter grade only)

**JOU-2**  
**Intermediate Reporting/Newsriting**  
(C-ID:JOUR 210)**3.00 units**  
CSU*Prerequisite: JOU-1*

Description: A continuation of the introductory newsriting/reporting course and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. Includes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture. (Letter grade only)

**JOU-7**  
**Mass Communications**  
(C-ID:JOUR 100)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or qualifying placement into ENG 1A.*

Description: Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture. (Letter grade only)

**JOU-12**  
**Photojournalism**  
(C-ID:JOUR 160)**3.00 units**  
CSU*Prerequisite: None.**Advisory: PHO-8 or PHO-20.*

Description: Introduction to photojournalism, documentary photography, and the photojournalistic style of street shooting as a means for communicating visual information in print and digital media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only) (Same as PHO-12)

**JOU-20A**  
**Newspaper: Beginning**  
(C-ID:JOUR 130)**3.00 units**  
CSU*Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

Description: Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

**JOU-20B**  
**Newspaper: Intermediate****3.00 units**  
CSU*Prerequisite: JOU-20A.*

Description: Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

**JOU-20C**  
**Newspaper: Advanced****3.00 units**  
CSU*Prerequisite: JOU-20B.*

Description: Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

**JOU-20D**  
**Newspaper: Professional** **3.00 units**  
 CSU

*Prerequisite: JOU-20C.*

Description: Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

**JOU-52A**  
**Newspaper Editing: Beginning** **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

Description: Beginning-level editing practice in the production of the college newspaper. Course to include theory and practice in beginning-level news editing, including copy editing and photographic processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-52B**  
**Newspaper Editing: Intermediate** **3.00 units**  
 CSU

*Prerequisite: JOU-52A*

Description: Intermediate-level editing practice in the production of the college newspaper. Course to include theory and practice in intermediate-level news editing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-52C**  
**Newspaper Editing: Advanced** **3.00 units**  
 CSU

*Prerequisite: JOU-52B.*

Description: Advanced-level editing practice in the production of the college newspaper. Course to include theory and practice in section leadership and advanced-level news editing, headline writing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-52D**  
**Newspaper Editing: Executive** **3.00 units**  
 CSU

*Prerequisite: JOU-52C.*

Description: Editing practice in the production of a newspaper with executive editing experience on the college newspaper. Course to include theory and practice in editing management, including editorial board service, news editing, and editing staff leadership. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-150**  
**Introduction to Public Relations** **3.00 units**  
 CSU

*Prerequisite: None*

*Advisory: ENG-1A*

Description: An introduction to the principles, history and development, and professional practice of modern public relations as a function of managing relationships between an organization and its publics. Includes concepts of planning and executing effective communication strategies, including message design and distribution, for any organization. 54 hours lecture. (Letter grade only)

**JOU-200**  
**Journalism Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

## KINESIOLOGY (KIN)

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**KIN-4**  
**Nutrition** **3.00 units**  
 (C-ID: NUTR 110) UC, CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**KIN-6**  
**Intro PE for Prsch/Elem Children** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: A comprehensive overview of theories and methods relating to the development of a physical education program for children ages 2-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition 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. (Letter grade only)



<p><b>KIN-10</b>  <b>Introduction to Kinesiology</b>            (C-ID:KIN 100) <b>3.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: An introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. 54 hours lecture.(Letter grade only)</p>	<p><b>KIN-18</b>  <b>Athletic Training, Spring Sports, UpperExtremity</b> <b>2.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: 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. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>
<p><b>KIN-12</b>  <b>Sport Psychology</b> <b>3.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>	<p><b>KIN-19</b>  <b>Athletic Training, Fall Sports, Head,Neck, Spine, Torso, and Hip</b> <b>2.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>
<p><b>KIN-14</b>  <b>Athletic and Fitness Organization andAdministration</b> <b>3.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions such as facilities planning and scheduling, finances, personal philosophy development and marketing analysis for high school, college and professional sport programs and recreation and fitness programs. 54 hours lecture. (Letter grade only)</p>	<p><b>KIN-20</b>  <b>Athletic Training, Spring Sports,General Medical</b> <b>2.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: 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 practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>
<p><b>KIN-16</b>  <b>Introduction to Athletic Training</b> <b>3.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>	<p><b>KIN-21A</b>  <b>Athletic Training Applications A</b> <b>2.00 units</b>            CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20.</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible in assisting in daily procedures, modality treatment protocols, practice preparation and athletic training protocols. 108 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>KIN-17</b>  <b>Athletic Training, Fall Sports, LowerExtremity</b> <b>2.00 units</b>            UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	

<b>KIN-21B</b> <b>Athletic Training Applications B</b>	<b>2.00 units</b> CSU	<b>KIN-25</b> <b>Sports Officiating-Sprng</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: KIN-21A.</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20.</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for learning and performing tape jobs, bracing and padding, designing stretching programs, assisting in daily treatment protocols. 108 hours laboratory. (TBA option) (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>	
<b>KIN-21C</b> <b>Athletic Training Applications C</b>	<b>2.00 units</b> CSU	<b>KIN-26</b> <b>Foundations of Coaching</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: KIN-21B</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for assisting in pre-participation screenings, insurance protocols, injury management, lower extremity injury assessment and rehabilitation programs. 108 hours laboratory. (TBA option) (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>	
<b>KIN-21D</b> <b>Athletic Training Applications D</b>	<b>2.00 units</b> CSU	<b>KIN-27</b> <b>Football Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: KIN-21C.</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20.</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for sport specific coverage, rehabilitation programs from start to finish, injury assessment and injury management. 108 laboratory hours. (TBA option) (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: The study of various aspects of coaching football with an emphasis on the theory of how to organize a football program, individual skills, and offensive and defensive play. 54 hours lecture. (Letter grade only)</p>	
<b>KIN-23</b> <b>Volleyball Coaching Theory</b>	<b>3.00 units</b> UC, CSU	<b>KIN-28</b> <b>Basketball Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: Various aspects of coaching volleyball. Emphasis on the theory, structure, and organization of club, high school, collegiate, and international volleyball programs. Team and individual offensive and defensive strategies, technical skills, and program management will be covered. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: The study of various aspects of coaching basketball. Emphasis on the theory of how to organize a basketball program, individual skills, and offensive and defensive play. 54 hours lecture. (Letter grade only)</p>	
<b>KIN-24</b> <b>Sports Officiating-Fall</b>	<b>3.00 units</b> UC, CSU	<b>KIN-29</b> <b>Soccer Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>	

<p><b>KIN-30</b>  <b>First Aid and CPR</b>  (C-ID:KIN 101)  <i>Prerequisite: None.</i>  Description: Theory and detailed demonstration of first aid care 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 National Safety Council requirements will receive a National Safety Council Advanced First Aid certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR certificate. 54 hours lecture. A fee of \$24.00 for required certificates will be charged to the student and is not covered by CCPG. (Letter grade only)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>KIN-38</b>  <b>Stress Management</b>    <i>Prerequisite: None.</i>  Description: The nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>	<p><b>3.00 units</b>  UC, CSU</p>
<p><b>KIN-33</b>  <b>Baseball Theory</b>    <i>Prerequisite: None.</i>  Description: 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. (Letter grade only)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>KIN-42</b>  <b>Lifeguarding/Title 22 First Aid/WaterSafety Instructor</b>    <i>Prerequisite: None</i>  <i>Limitation on enrollment: Retention based on the ability to swim a variety of strokes a predetermined distance, surface dive to retrieve a weight from a 10 foot depth of the pool.</i>  Description: Designed to drill the competent swimmer in life saving and water safety techniques, professional First Aid and CPR care, 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 Rescuer, Title 22 First Aid, Lifeguarding, and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$82.45 for required certificates will be charged to the student and is not covered by BOGW.(Letter grade only)</p>	<p><b>4.00 units</b>  UC, CSU</p>
<p><b>KIN-34</b>  <b>Softball Theory</b>    <i>Prerequisite: None.</i>  Description: Various aspects of coaching softball which include theory, philosophy, organization and structure of a program, mental skills, individual skills, offensive and defensive team play and digital video analysis. 36 hours lecture 54 hours laboratory. (Letter grade only)</p>	<p><b>3.00 units</b>  UC, CSU</p>		
<p><b>KIN-35</b>  <b>Foundation for Fitness and Wellness</b>    <i>Prerequisite: None.</i>  Description: Prepares students 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. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>KIN-43</b>  <b>Introduction to Personal Training</b>    <i>Prerequisite: None.</i>  Description: Experience applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. Provides the necessary information for the student to pursue the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>3.00 units</b>  CSU</p>
<p><b>KIN-36</b>  <b>Wellness: Lifestyle Choices</b>    <i>Prerequisite: None.</i>  Description: Exploration of major health issues and behaviors in the various dimensions of health. The Dimensions of health and wellness include the social, physical, emotional, occupational, intellectual and spiritual. Emphasis is placed on the individual responsibility for personal health and the promotion of informed, positive health behaviors. Nutrition, physical activity, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare and environmental hazards and safety will be discussed. 54 hours lecture. (Letter grade only)</p>	<p><b>3.00 units</b>  UC, CSU</p>	<p><b>KIN-44</b>  <b>Yoga Instructor Training</b>    <i>Prerequisite: None.</i>  Description: 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. (Letter grade only)</p>	<p><b>3.00 units</b>  CSU</p>

<p><b>KIN-45</b> <b>Group Fitness Instructor</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: Fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. Provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>KIN-A07</b> <b>Badminton</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Introduces the basic footwork and racquet skills of badminton. Emphasis is placed on learning the rules, techniques and fundamental strategies for the singles and doubles game of badminton. 54 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>
<p><b>KIN-200</b> <b>Kinesiology WorkExperience</b> <span style="float: right;"><b>1.00 - 4.00 units</b> CSU</span></p> <p><i>Prerequisite: None</i> Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass)</p>	<p><b>KIN-A11</b> <b>Tennis, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> Description: A beginning tennis course for the inexperienced or beginner-level player. Emphasis placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. 54 hours laboratory. (Letter grade or Pass/No Pass)</p>
<p><b>KIN-A03</b> <b>Adaptive Physical Fitness</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Medical approval and verification of a physical disability</i> Description: Provides physical education for students with a physical disability to promote total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-A12</b> <b>Tennis, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: KIN-A11.</i> Description: Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. 54 hours laboratory. (Letter grade or Pass/No Pass option)</p>
<p><b>KIN-A04</b> <b>Adaptive Water Exercise</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Medical approval and verification of a physical disability</i> Description: 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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-A13</b> <b>Tennis, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: KIN-A12.</i> Description: For the advanced tennis player interested in improving both their knowledge and skill in tennis. Emphasis 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. 54 hours laboratory. (Letter grade or Pass/No Pass option)</p>
	<p><b>KIN-A20</b> <b>Golf, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: An opportunity for students to develop fundamental golf 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 an opportunity for added skill and competency development within each activity. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option)</p>

**KIN-A21****Golf, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A20*

Description: 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)

**KIN-A28****Swimming, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: 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. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A29****Swimming, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A28*

Description: This course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new intermediate level skills and techniques. Endurance swimming is encouraged and the swimmer is allowed time to practice distance swims. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A30****Swimming, Advanced Skills and Conditioning****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A29*

Description: 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. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31A****Beginning Water Aerobics and Deep Water Exercise****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: Students will develop basic strength, flexibility, coordination and cardiovascular fitness within a shallow/deep water aerobic format. The student will also be introduced to deep water workouts with the aid of a flotation device (belt or noodle). KIN A31 A, A31 B and A31 C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31B****Intermediate Water Aerobics and Deep Water Exercise****1.00 unit**

UC, CSU

*Prerequisite: KIN-A31A*

Description: Introduces intermediate water aerobic skills. Students will increase their coordination and balance along with strength, flexibility and cardiovascular fitness with in a shallow/deep water format. The student will be introduced to intermediate interval aerobic workouts with the addition of water resistance toys and flotation devices. Nutrition concepts and goal setting will be applied. KIN A31 A, A31 B and A31 C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass)

**KIN-A31C****Advanced Water Aerobics and Deep Water Exercise****1.00 unit**

UC, CSU

*Prerequisite: KIN-A31B*

Description: Using advanced water aerobic skills, this course will broaden the students water aerobic experience. Advanced interval aerobic shallow/deep water exercises, with the aid of a flotation device and toys, will increase strength, flexibility, cardiovascular endurance, muscle movement memory and coordination. Personal dietary plans, long term nutritional concepts and fitness goal setting are introduced and implemented. KIN A31 A, A31 B, A31 C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A43****T'ai-chi Ch'uan, Beginning****1.00 unit**

UC, CSU

*Prerequisite: None.*

Description: Covers Beginning and Short Form Yang Style T'ai-chi ch'uan (taijiquan) routines. Beginning T'ai-chi form is a 24 movement routine, to introduce the student to basic walking stances along with hand movements. The Short Form is a 37 movement routine, providing emphasis on balance and fluidity of movement. Students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, flexibility, coordination, focus, and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A44****T'ai-chi Ch'uan, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: KIN-A43*

Description: A continuation of Yang Style T'ai-chi Ch'uan. Covers more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) 108 movement Long Form. Students will also learn standing and seated meditations, and supplemental exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A54A****Fastpitch Softball Fundamentals - Beg****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Core softball skills and techniques as the basis for beginning - intermediate level competitive play. The student will be provided the opportunity to develop individual skills and the knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 54 hours laboratory. (Letter grade only)

**KIN-A54B****FastPitch Softball Fundamentals -Advanced****1.00 unit**  
UC, CSU*Prerequisite: KIN-A54A.*

Description: Specialized softball skills and techniques for advanced level competitive play. The student will be provided the opportunity to develop defensive and offensive strategies, base running, advanced batting techniques and team situations to prepare for intercollegiate play. 54 hours laboratory. (Letter grade only)

**KIN-A55****Slow Pitch Softball****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Introduces basic skills, rules, and strategies for team play in the sport of slow pitch softball. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A57A****Basketball, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: This basketball course is designed to introduce the basic skills and strategies of basketball. Emphasis is placed on the basic fundamentals that include passing, shooting, dribbling, offensive stance, and defensive stance. KIN A57A, A57B and A57C are courses related in content and are limited in enrollment according to Title V. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A57B****Basketball, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: KIN-A57A*

Description: This basketball course is designed for the player who wants to review basic fundamentals and develop intermediate skills. Emphasis is placed team offense and defense, rebounding, shooting, and team strategy. KIN A57A, A57B and A57C are courses related in content and are limited in enrollment according to Title V. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A57C****Basketball, Advanced****1.00 unit**  
UC, CSU*Prerequisite: KIN-A57B*

Description: This basketball course is designed for students with advanced basketball skills who would like to enhance and improve their basketball knowledge and skill level. Advanced shooting, passing, and rebounding techniques and skills, offensive and defensive systems and team competitions will be emphasized. KIN A57A, A57B, and A57C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A62****Flag Football****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: 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. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 27 hours laboratory. (Letter Grade, or Pass/No Pass option)

**KIN-A64****Soccer****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: 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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A64A****Soccer, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: An introduction to the fundamental skills and lifetime fitness potential of soccer. Emphasis is placed on learning the basic skills, techniques and rules. Individual strategies for competition will be introduced. 54 hours laboratory. (Letter grade only)

<p><b>KIN-A64B</b> <b>Soccer, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: KIN-A64A</i> Description: Team offensive and defensive soccer strategies will be introduced along with individual soccer skills practiced and increased. Emphasis is placed on spatial awareness and body control necessary for practice and competition along with individual offensive and defensive soccer strategies. KIN-A64A, A64B, and A64C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)</p>	<p><b>KIN-A71</b> <b>Beach Volleyball</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A67 or proficient skills in beach volleyball.</i> Description: Course provides intermediate and advanced instruction and strategies in sand volleyball. Designed to develop advanced skills, knowledge of rules, team strategies and desire for future participation during leisure times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>KIN-A64C</b> <b>Soccer, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: KIN-A64B.</i> Description: Offensive and defensive team strategies will be developed along with an increase in individual soccer skills. Emphasis is placed on team strategies, lifetime fitness and perfecting skill techniques. KIN-A64A, A64B, and A64C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)</p>	<p><b>KIN-A75A</b> <b>Walking for Fitness: Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> Description: This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)</p>
<p><b>KIN-A67</b> <b>Volleyball, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> Description: Introduces the skills and lifetime fitness potentials of volleyball. Emphasis is placed on learning the techniques, rules and strategies of volleyball. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)</p>	<p><b>KIN-A75B</b> <b>Walking for Fitness: Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A75A</i> Description: This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)</p>
<p><b>KIN-A68</b> <b>Volleyball, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A67</i> Description: Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-A77A</b> <b>Jogging for Fitness, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Introduces basic fitness concepts to improve each individual's physical health and general well being. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength through jogging. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only)</p>
<p><b>KIN-A69</b> <b>Volleyball, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A68</i> Description: Advanced volleyball techniques. Individual skill work, along with various team offensive systems and team defensive patterns, will be taught and analyzed. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-A77B</b> <b>Jogging for Fitness, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: KIN-A77A.</i> Description: Designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. Geared to</p>

all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength by using stretching and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only)

**KIN-A77C**  
**Jogging for Fitness, Advanced** **1.00 unit**  
UC, CSU

*Prerequisite: None.*  
*Advisory: KIN-A77B.*

Description: Designed for students of advanced fitness levels who would like to enhance and improve their cardiovascular fitness, overall strength and flexibility with more advanced jogging strategies. Progressive jogging techniques will be utilized in establishing jogging programs designed to promote improvements in cardiovascular endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength by using advanced stretching, muscle strengthening and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only)

**KIN-A81A**  
**Cardio and Strength Training, Beginning** **1.00 unit**  
UC, CSU

*Prerequisite: None*

Description: An overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength, muscular endurance, and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81B**  
**Cardio and Strength Training, Intermediate** **1.00 unit**  
UC, CSU

*Prerequisite: KIN-A81A*

Description: Provides nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**KIN-A81C**  
**Cardio and Strength Training, Advanced** **1.00 unit**  
UC, CSU

*Prerequisite: KIN-A81B*

Description: Designed to enhance nutritional, cardiovascular, strength and flexibility concepts in order to create and apply a lifelong individual physical fitness program. KIN A81A and A81B and A81C are courses related in content and are limited enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89A**  
**Beginning Body Sculpting** **1.00 unit**  
UC, CSU

*Prerequisite: None*

Description: Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89B**  
**Intermediate Body Sculpting** **1.00 unit**  
UC, CSU

*Prerequisite: KIN-A89A*

Description: Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89C**  
**Advanced Body Sculpting** **1.00 unit**  
UC, CSU

*Prerequisite: KIN-A89B*

Description: Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A90A**  
**Weight Training - Beginning** **1.00 unit**  
UC, CSU

*Prerequisite: None.*

Description: Weight training course designed to teach students the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance, and flexibility. 54 hours laboratory. (Letter grade only)

**KIN-A90B**  
**Weight Training - Intermediate** **1.00 unit**  
UC, CSU

*Prerequisite: KIN-A90A*

Description: Weight training course for students who have a basic background in weight lifting. Emphasis is placed on furthering strength development, cardiovascular endurance and flexibility. 54 hours laboratory. (Letter grade or Pass/No Pass option)



**KIN-A90C****Weight Training - Advanced****1.00 unit**  
UC, CSU*Prerequisite: KIN-A90B*

Description: Weight training course for students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance, and flexibility. 54 hours laboratory. (Letter grade only)

**KIN-V01****Cross Country, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to serve as an opportunity for 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. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V02****Football, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for 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/DVD/film evaluation to prepare students for intercollegiate competition in football. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V04****Basketball, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V05****Baseball, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: 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. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V06****Track and Field, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to serve as an opportunity for 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. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V07****Golf, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: Opportunity for experienced golfers to improve skills, knowledge, and strategies for intercollegiate competition. Repeating this course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)

**KIN-V08****Tennis, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

Description: Opportunity for tennis players to improve their skills, knowledge, and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)

**KIN-V09****Swimming and Diving, Varsity Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. This program will consist of highly organized and intense setting of lectures, individual and team practice sessions, and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade only)

**KIN-V10****Soccer, Varsity Men****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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 intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V11****Pep Squad, Varsity, Men and Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for students to advance in the skills of tumbling, jumping, dance, cheer, partner stunts, and pyramids. This program will consist of highly organized lectures, individual and team practice sessions, physical conditioning programs, and video/DVD/film evaluation to prepare students for college activities and athletic competitions in pep squad. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade only)

**KIN-V12****Cross Country, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to serve as an opportunity for 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. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V14****Track and Field, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to serve as an opportunity for 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. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V18****Tennis, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

Description: Opportunity for tennis players to improve their skills, knowledge, and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)

**KIN-V19****Swimming and Diving, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. This program will consist of highly organized and intense setting of lectures, individual and team practice sessions, and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V20****Basketball, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-V21****Volleyball, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: An opportunity for volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in volleyball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option)

**KIN-V22****Fastpitch, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based upon successful tryout.*

Description: Opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game of fastpitch softball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in fastpitch. Repeating the course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)

**KIN-V23****Water Polo, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. This program will consist of a highly organized and intense setting of lectures, individual and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade only)

**KIN-V24****Water Polo, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. This program will consist of a highly organized and intense setting of lectures, individual and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade only)

**KIN-V26****Song/Cheerleading****2.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: 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 with each activity area. May be taken a total of four times. 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V27****Stunt****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment:*

Description: Promotes the advancement of skills, knowledge, and strategy of the sport of Stunt. Consists of a highly organized lectures, individual, and team practice sessions to prepare students for intercollegiate competition in Stunt. Repeating the course will provide the student an opportunity for added skill and competency development. May be taken a total of 4 times. 175 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**KIN-V33****Track and Field Techniques: RunningEvent Techniques****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V34****Track and Field Techniques: Field EventTechniques****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V50****Baseball Fundamentals, Defensive****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to give students the opportunity to review or learn the basic defensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V51****Baseball Fundamentals, Offensive****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to give students the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intra-squad 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V52****Fastpitch Fundamentals: Offensive****1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: Designed to give students 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. Intra-squad 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. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-V53****Fastpitch Fundamentals: Defensive****1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: Designed to give students 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. Intra-squad 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. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-V60****Football Fundamentals, Defensive****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: 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. (Letter Grade only)

**KIN-V61****Football Fundamentals, Offensive****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: 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. (Letter Grade only)

**KIN-V70****Water Polo Techniques****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity 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. Students 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 four times. 54 hours laboratory. (Letter Grade only)

**KIN-V71**  
**Women's Beach Volleyball** **3.00 units**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention based on successful tryout*

Description: Prepares student athletes to practice and compete at the intercollegiate level in sand volleyball. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V78**  
**Long Distance Running** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention based on successful tryout*

Description: 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. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V82**  
**Speed, Agility, Quickness** **1.00 unit**  
 UC, CSU

*Prerequisite: None.*

Description: Opportunity for varsity student athletes to improve skills in traditional speed-specific and agility-specific movements. Student athletes will participate in drills and activities which will improve muscular endurance, muscular strength, cardiovascular endurance and flexibility. Running technique, body control, balance and first step explosiveness are skills to prepare student athletes for intercollegiate competition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-V92**  
**Weight Training, Varsity Athletes** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention is based on successful tryout*

Description: A weight training course for varsity athletes 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V94**  
**In-Season Varsity Sport Conditioning** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention based on successful tryout*

Description: 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V95**  
**Out-Of-Season Sport Conditioning** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention based on successful tryout*

Description: 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

## LIBRARY (LIB)

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**LIB-1**  
**Introduction to Information Literacy** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information online and in print; and to answer research questions and develop new ones. Students will develop an understanding of access to and ethical use of information through the use of retrieval systems. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

## MANAGEMENT (MAG)

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**MAG-40**  
**The American Management Association Certified Professional in Management** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Provides a framework and approach to help new managers quickly assimilate to the new ways of working, managing collective tasks, paving the way forward, and motivating people. The American Management Association's approach using the Total Professional Model and its well-researched and constructed Body of Knowledge includes the important aspects of Professional Effectiveness, Relationship Management, Business Acumen, and Analytical Intelligence, which are the essential toolkit for the modern manager. 54 hours lecture. (Letter grade only)

**MAG-44**  
**Principles of Management** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**MAG-47****Applied Business, Management Ethics****3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (Same as BUS-47) (Letter Grade, or Pass/No Pass option)

**MAG-51****Elements of Supervision****3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (Letter Grade, or Pass/No Pass option)

**MAG-52****Employee Training and Development****3.00 units**  
CSU*Prerequisite: None.*

Description: This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture. (Letter grade only)

**MAG-53****Human Relations****3.00 units**  
CSU*Prerequisite: None.*

Description: A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAG-54****Hrm: Employee Labor Relations****3.00 units**  
CSU*Prerequisite: None.*

Description: A framework for studying labor relations as a system for balancing employment relationship goals and the rights of labor and management by examining; labor law, bargaining, unions, employment contracts, grievances, the history of labor relations and ethics. 54 hours lecture. (Letter grade or Pass/No Pass option)

**MAG-56****Human Resources Management****3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (Letter Grade only)

**MAG-60****Introduction to Hospitality Management**  
(C-ID: HOSP100)**3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**MAG-62****Restaurant/Hotel Mgmt****3.00 units**  
CSU*Prerequisite: None.*

Description: Management techniques and concepts in providing service within the restaurant and hotel industries; Course is designed to train future food service, hotel, or hospitality industry executives. 54 hours lecture. (Letter grade only)

**MAG-70****Introduction to Organization Development****3.00 units**  
CSU*Prerequisite: None.**Advisory: MAG-44.*

Description: 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. (Letter Grade, or Pass/No Pass option)

**MAG-200****Management Work Experience****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## MARKETING (MKT)

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**MKT-20**  
**Principles of Marketing** **3.00 units**  
CSU

*Prerequisite: None.*

*Advisory: BUS-10.*

Description: 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. (Letter grade only)

**MKT-40**  
**Advertising** **3.00 units**  
CSU

*Prerequisite: None.*

Description: 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. (Letter Grade, or Pass/No Pass option)

**MKT-41**  
**Techniques of Selling** **3.00 units**  
CSU

*Prerequisite: None*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**MKT-42**  
**Retail Management** **3.00 units**  
CSU

*Prerequisite: None*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**MKT-43**  
**Digital Marketing** **3.00 units**  
CSU

*Prerequisite: None*

Description: A comprehensive introduction to digital marketing, covering Pay Per Click, Search Engine Optimization, Display Advertising, Email Marketing, Social Media Marketing, Content Marketing, Mobile Marketing, Website Optimization, Google Analytics, and Digital Marketing Strategy. Course prepares for digital marketing certification. 54 hours lecture. (Letter grade only)

**MKT-50**  
**Marketing Research** **3.00 units**  
CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**MKT-200**  
**Marketing Work Experience** **1.00 - 4.00 units**  
CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## MATHEMATICS (MAT)

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**MAT-1A**  
**Calculus I** **4.00 units**  
UC, CSU

(C-ID:MATH 210; MATH1A+1B=MATH900S)  
*Students may qualify to take MAT-1A through qualifying placement. Prerequisite: MAT-10 or MAT-23 or qualifying placement level.*

Description: Functions, limits, continuity, techniques and applications of differentiation, the Fundamental Theorem of Calculus, and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option)

**MAT-1AH**  
**Honors Calculus I** **4.00 units**  
CSU

*Prerequisite: MAT-10 or MAT-23 or qualifying placement*  
*Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program Course Credit Recommendation: Degree Credit*

Description: Functions, limits, continuity, techniques and applications of differentiation, the Fundamental Theorem of Calculus, and basic integration. This 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 MAT-1A and MAT-1AH. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option)

**MAT-1B**

**Calculus II** **4.00 units**  
(C-ID:MATH 220; MATH1A+1B=MATH900S) UC, CSU

*Prerequisite: MAT-1A*

Description: Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAT-1C**

**Calculus III** **4.00 units**  
(C-ID:MATH 230) UC, CSU

*Prerequisite: MAT-1B*

Description: Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture 18 hours lecture. (Letter grade or Pass/No Pass option)

**MAT-2**

**Differential Equations** **4.00 units**  
(C-ID:MATH 240) UC, CSU

*Prerequisite: MAT-1B*

Description: This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3**

**Linear Algebra** **3.00 units**  
(C-ID:MATH 250) UC, CSU

*Prerequisite: MAT-1B.*

Description: Examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformations and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAT-5**

**Calculus for Business and Life Science** **4.00 units**  
(C-ID:MATH 140) UC, CSU

*Students may qualify to take MAT-5 through qualifying placement. Prerequisite: MAT-35 or appropriate placement.*

Description: A study of the techniques of calculus for majors in business, business administration, life and social sciences. Emphasis on problem solving and applications. Topics include: Functions, graphs, limits, derivatives, integrals, exponential and logarithmic functions. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAT-10**

**Precalculus** **5.00 units**  
(C-ID:MATH 155) UC, CSU

*Students may qualify to take MAT-10 through qualifying placement. Prerequisite: MAT-36 or appropriate placement*

Description: Preparation for calculus: Polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences, and series. Students cannot receive credit for MAT 10 if they have already received credit for MAT 23. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-11**

**College Algebra** **4.00 units**  
(C-ID:MATH 150; MATH 155) UC, CSU

*Students may qualify to take MAT-11 through qualifying placement. Prerequisite: MAT-35 or qualifying placement level*

Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course develop the understanding and use of real-world applications of polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-12**

**Statistics** **4.00 units**  
(C-ID:MATH110; SOCI 125) UC, CSU

*Students may qualify to take MAT-12 through qualifying placement. Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level.*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12H**

**Honors Statistics** **4.00 units**  
(C-ID:MATH110; SOCI 125) UC, CSU

*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level.*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 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 MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade or Pass / No Pass option.)



**MAT-15****Statway II****5.00 units**

UC, CSU

*Prerequisite: MAT-45*

Description: The second semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include basic concepts of probability; confidence intervals; hypothesis tests for means, proportions, and variance; chi-squared tests; and ANOVA (Analysis of Variance). Algebra topics include proportional relationships (including variation) with applications, expressions, linear functions, and exponential functions. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. 72 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass)

**MAT-23****Trigonometry and Precalculus****6.00 units**

UC, CSU

*Students may qualify to take MAT-23 through qualifying placement. Prerequisite: MAT-35 or qualifying placement level.*

Description: An accelerated college level math course designed to prepare students for calculus. Students will study polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and an introduction to vectors. Students who receive credit for MAT 23 cannot receive credit for MAT 10 and MAT 36. 90 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**MAT-25****Mathematics for the Liberal Arts Student****3.00 units**

UC, CSU

*Students may qualify to take MAT-25 through qualifying placement. Prerequisite: MAT-35 or MAT-42 or qualifying placement level*

Description: A college level survey course of selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, geometry, probability, statistics, and problem solving. You may cover 2 of the following topics: dimensional analysis, geometry, mathematics of different bases, or development of numerical systems from ancient cultures. It is designed for students majoring in liberal arts, education, or communication. Calculators or computers may be used for selected topics. 54 hours of lecture. (Letter grade or Pass/No Pass option)

**MAT-26****Math for Elementary School Teachers****3.00 units**

(C-ID: MATH120)

UC, CSU

*Students may qualify to take MAT-26 through qualifying placement. Prerequisite: MAT-35 or qualifying placement level*

Description: This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-35****Intermediate Algebra****5.00 units***Prerequisite: MAT-52*

Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-36****Trigonometry****4.00 units**

(C-ID: MATH 851)

CSU

*Students may qualify to take MAT-36 through qualifying placement. Prerequisite: MAT-35 or Appropriate. placement.*

Description: 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 sines and cosines; polar coordinates; complex numbers; introduction to vectors and elements of geometry important to the foundation of trigonometry. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-37****Pre-Statistics****5.00 units***Prerequisite: MAT-65 or qualifying placement level*

Description: This is an intensive course that prepares students for transfer-level Statistics. Topics include working with numerical information (fractions, decimals, percentages), evaluating expressions related to statistical formulas, graphical and numerical descriptive statistics for quantitative and categorical data. Two-way tables, linear correlation and regression and an introduction to normal distribution. There is a focus on reading, writing, and critical thinking skills needed for college statistics. This course is appropriate for students who do not plan to major in math, science, computer science, business, technology, engineering and calculus intense fields in the social sciences. 72 hours lecture and 54 hours lab. (Letter grade or pass/no pass option)

**MAT-45****Statway I****5.00 units**

*Prerequisite: MAT-64 or MAT-65, or qualifying placement level.*

*Advisory: ENG-50 or ENG-80 or REA-83, or qualification for English 1A.*

Description: The first semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include methods for collecting data, graphical and numerical descriptive statistics, correlation, and simple linear regression. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. (Letter grade Pass/No Pass)

**MAT-52****Elementary Algebra****5.00 units**

*Prerequisite: None*

Description: Examines the four basic operations of real numbers without the use of any calculating device. Variables will be covered 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. 90 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)

**MAT-53****College Geometry****3.00 units**

*Prerequisite: MAT-52 or qualifying placement.*

Description: A course covering the study of plane geometry and three dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-70A****Foundations of Data Science****3.00 units**

CSU

*Prerequisite: MAT-35 or qualifying placement level*

Description: Basic programming and statistical concepts. Includes programming for data cleansing, manipulation, visualization, and statistical computation for intelligence gathering. Students will apply common built-in language functions for analysis of real-world datasets, including global and local economic data, commercial business, document collections, and social networks. Also delves into machine learning and data driven decision-making using statistical concepts like hypothesis testing, confidence intervals via bootstrapping, regression and inference for regression, and predictive modeling. Students will also learn about social issues surrounding data privacy and ownership. 54 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option)

**MAT-70B****Statistics for STEM****4.00 units**

CSU

*Prerequisite: MAT-10 or MAT-23 or qualifying placement level and MAT-70A*

Description: An introduction to descriptive and inferential statistics, emphasizing the combined use of mathematics and programming for Data Science applications. A hands-on experience with data analysis using modern statistical software, including the interpretation of statistical findings. Topics include numerical and graphical summarization of central tendency and spread, probability, normal, binomial, and Poisson distributions. This course also addresses sampling distributions, t-distribution, the chi-squared distribution, estimation, hypothesis testing, Analysis of Variance, linear and multiple regression, and non-parametric tests. Students will work with big data and complete a research project employing simple statistical inference and advanced modeling techniques. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAT-81****JumpStart for Elementary Algebra****1.00 unit**

*Prerequisite: None.*

Description: Review of content of MAT-65 including basic arithmetic, estimation, variables, linear equations and their graphs. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course) (Pass/No Pass only)

**MAT-82****JumpStart for Intermediate Algebra****1.00 unit**

*Prerequisite: None.*

Description: Review of content of MAT-52 including linear, quadratic, and rational expressions and equations, linear inequalities, radical expressions, linear systems and their applications, and absolute value. Factoring, graphing, and word problems applications will also be included. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course) (Pass/No Pass only)

**MAT-98****Academic Excellence Seminar****0.50 units**

*Prerequisite: None.*

*Limitation on enrollment: Concurrent enrollment in First-year Experience Program.*

Description: Interactive seminar designed to augment students learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**MAT-105****Corequisite Support for Math 5****2.00 units***Prerequisite: Appropriate Placement.**Corequisite: MAT-5.*

Description: A concurrent co-requisite course containing geometry and algebra concepts designed to support students in Calculus for Business and Life Science. Topics include a review of skills developed in geometry and intermediate algebra: area and volume, factoring, graphing, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, functions including composition and inverses, and an in-depth focus on linear and quadratic functions. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT 5 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only)

**MAT-112****Corequisite Support for Math 12****2.00 units***All students qualify to take MAT-112 through qualifying placement. Prerequisite: Appropriate Placement.**Corequisite: MAT-12.*

Description: A concurrent corequisite course containing arithmetic and algebraic concepts designed to support students in Statistics. Topics include a review of skills developed in algebra: order of operations, scientific notation, conversion between fractions, decimals, and percents, solving linear equations, and using the symbols, notation, and vocabulary of algebra. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT-12 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only)

**MAT-125****Corequisite Support for Mat-25****2.00 units***Prerequisite: Appropriate Placement**Corequisite: MAT-25.*

Description: A concurrent corequisite course containing algebra concepts designed to support the students taking MAT-25 (Mathematics for Liberal Arts Students). Topics include a review of skills from an elementary and intermediate algebra course: Rounding integer values, translating phrases into mathematical expressions, solving problems using percent and decimals, evaluating expressions containing exponents, solving linear equations, applying the four basic operations to real numbers, graphing and writing linear equations using slope and y-intercept, and simplifying expressions using order of operations. Topics are taught strategically throughout the semester to provide "just in time" instruction of skills needed to master concepts in MAT 25 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No pass only)

**MAT-136****Corequisite Support for Mat-36****2.00 units***Students may qualify to take MAT-136 through qualifying placement. Prerequisite: Appropriate Placement.**Corequisite: MAT-36.*

Description: A concurrent corequisite course containing algebra concepts designed to support students in Trigonometry. Topics include a review of skills developed in intermediate algebra: factoring, graphing linear and quadratic functions, operations on rational and radical expressions, linear and quadratic expressions and equations, and an in-depth focus on operations on functions, including composition and inverses. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT-36 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only)

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## MILITARY SCIENCE (MIL)

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**MIL-1****Military History of the United States to 1900****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83.*

Description: 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. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as HIS-11) (Letter grade only)

**MIL-2****Military History of the United States Since 1900****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83.*

Description: An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth and twenty-first centuries. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as HIS-12) (Letter grade only)

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## MUSIC (MUS)

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**MUS-1****Teaching Music to Young Children****3.00 units**

CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

<p><b>MUS-3</b>  <b>Fundamentals of Music</b> <b>4.00 units</b>            (C-ID:MUS 110 MUS 125) UC, CSU  <i>Prerequisite:</i> None  <i>Advisory:</i> MUS-32A or concurrent enrollment in another class piano course.            Description: Through guided music notation and analysis, Fundamentals of Music 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 symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of major and minor scales, modes, triads, and seventh chords. 54 hours lecture and 54 hours laboratory. (TBA option). (Letter grade only)</p>	<p><b>MUS-6</b>  <b>Music Theory III</b> <b>4.00 units</b>            (C-ID:MUS 150 MUS 155) UC, CSU  <i>Prerequisite:</i> MUS-5 or the equivalent.  <i>Advisory:</i> Concurrent enrollment in an appropriate level piano class.            Description: Continued study and application of techniques acquired during Music Theory II. In addition, through writing and analysis, Music Theory III includes Common Practice period and 20th Century techniques such as: Borrowed chords and modal mixture; chromatic mediant; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords; extended tertian harmony; polyharmony; quartal and secundal harmony; pandiatonicism; serialism; and aleatoric music. Laboratory includes post-Romantic and post-tonal sight singing and ear training activities that incorporate melodic, harmonic and rhythmic dictation. Keyboard activities require the playing of post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-4</b>  <b>Music Theory I</b> <b>4.00 units</b>            (C-ID:MUS 130 MUS 135) UC, CSU  <i>Prerequisite:</i> MUS-3 or the equivalent.  <i>Advisory:</i> MUS-32B or concurrent enrollment in another class piano course.            Description: Through guided composition and analysis, Music Theory I incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads, and seventh chords; basic cadential formulas and phrase structures; figured bass; non-harmonic tones; first-species counterpoint; and voice leading involving 4-part chorale writing. Development of skills in handwritten music notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-8A</b>  <b>Music Technology I</b> <b>3.00 units</b>            CSU  <i>Prerequisite:</i> None.            Description: This course is an introduction to recording, editing, mixing and mastering MIDI and digital audio using a computer-based MIDI/Digital Audio Workstation. Students who complete the course are eligible to take the Avid Pro Tools 101 exam which is the first step towards Avid Pro Tools user certification. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-5</b>  <b>Music Theory II</b> <b>4.00 units</b>            (C-ID:MUS 140 MUS 145) UC, CSU  <i>Prerequisite:</i> MUS-4 or the equivalent.  <i>Advisory:</i> Concurrent enrollment in an appropriate level piano class.            Description: Continued study and application of techniques acquired during Music Theory I. In addition, through guided composition and analysis, Music Theory II includes: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Laboratory includes chromatic sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-8B</b>  <b>Music Technology II</b> <b>3.00 units</b>            CSU  <i>Prerequisite:</i> MUS-8A.            Description: A continuation of concepts introduced in Music Technology I, including intermediate techniques for sequencing, editing, recording, and mixing MIDI and digital audio using a computer-based Digital Audio Workstation. Students who complete this course are given the opportunity to take Avid's Pro Tools 110 exam, leading to Pro Tools User Certification. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>
	<p><b>MUS-9</b>  <b>MIDI/Digital Audio Composition and Film Scoring</b> <b>3.00 units</b>            CSU  <i>Prerequisite:</i> MUS-8B.            Description: This course provides practical experience in creating original music compositions and film scores using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>
	<p><b>MUS-10</b>  <b>MIDI/Digital Audio Music Production</b> <b>3.00 units</b>            CSU  <i>Prerequisite:</i> MUS-8B.            Description: This course provides practical experience in recording, editing, mixing and mastering music using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>

<p><b>MUS-11</b> <b>Studio Recording Techniques</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: MUS-8B.</i></p> <p>Description: Introduction to, and practical experience in, studio recording 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 audio in a recording studio setting. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-21</b> <b>Great Composers and Music MasterpiecesAfter 1820</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Advisory: ENG-1A or ENG-1AH.</i></p> <p>Description: Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. Focus on major composers and composed music from Beethoven through the 21st century. Begins with Beethoven's late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 54 hours lecture. (Letter grade only)</p>
<p><b>MUS-12</b> <b>Applied Piano II</b> <b>3.00 units</b> (C-ID:MUS 160) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p><i>Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.</i></p> <p><i>Corequisite: MUS-P36 or MUS-P76 or enrollment in another one or two unit large ensemble course.</i></p> <p>Description: Advanced individual piano instruction for students preparing to audition, transfer, or for those who wish to perform in a recital or study at an advanced level. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory. (TBA option)(Letter grade only)</p>	<p><b>MUS-22</b> <b>Survey of Music Literature</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: MUS-3.</i></p> <p>Description: Survey of the major style periods and composers in the history of Western music including the study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation and can follow an open score including the analysis of motives, themes, harmony and form of a composition. 54 hours lecture. (Letter Grade only)</p>
<p><b>MUS-19</b> <b>Music Appreciation</b> <b>3.00 units</b> (C-ID:MUS 100) UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-23</b> <b>History of Rock and Roll</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture. (Letter grade only)</p>
<p><b>MUS-20</b> <b>Great Composers and Music MasterpiecesBefore 1820</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Advisory: ENG-1A or ENG-1AH.</i></p> <p>Description: Emphasis on biography, history, and masterpieces of classical in European music from its inception to 1820 with an emphasis on writing about music and research. Focus on writing about great composers and listening to their music in the historical context, from the Medieval, Renaissance, Baroque, and Classic periods. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-25</b> <b>Jazz Appreciation</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>
	<p><b>MUS-26</b> <b>Film Music Appreciation</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>

**MUS-28**

**Riverside Community Symphony** **2.00 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of symphony orchestra literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-29**

**Concert Choir** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-30**

**Class Voice** **1.00 unit**  
UC, CSU

*Prerequisite: None.*

Description: Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory. (Letter grade only)

**MUS-31**

**College Choir** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**MUS-32A**

**Class Piano I** **1.00 unit**  
(C-ID: MUS 170) UC, CSU

*Prerequisite: None.*

Description: This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire, and style study. 54 hours laboratory. (Letter grade only)

**MUS-32B**

**Class Piano II** **1.00 unit**  
(C-ID: MUS 171) UC, CSU

*Prerequisite: MUS-32A or the equivalent.*

Description: Continuation of the skills studied in MUS 32A with a focus on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory. (Letter grade only)

**MUS-32C**

**Class Piano III** **1.00 unit**  
(C-ID: MUS 172) UC, CSU

*Prerequisite: MUS-32B or the equivalent.*

Description: Continuation of the skills studied in MUS 32B with a focus on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading, and performance of intermediate-level piano learning pieces. 54 hours laboratory. (Letter grade only)

**MUS-32D**

**Class Piano IV** **1.00 unit**  
UC, CSU

*Prerequisite: MUS-32C or the equivalent.*

Description: Culmination of keyboard skills previously studied with a focus on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading, and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory. (Letter grade only)

**MUS-33**

**Vocal Jazz Ensemble** **2.00 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-35**

**Vocal Music Ensembles** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of baroque and classical vocal literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

<p><b>MUS-36</b>  <b>Instrumental Chamber Ensembles</b> <b>1.50 units</b>  (C-ID: MUS 185) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-41</b>  <b>Chamber Singers</b> <b>2.00 units</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of literature for vocal chamber ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-37</b>  <b>Class Guitar</b> <b>1.00 unit</b>  UC, CSU  <i>Prerequisite: None.</i>  Description: Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-42</b>  <b>Wind Ensemble</b> <b>2.00 units</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of wind ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-38</b>  <b>Beginning Applied Music I</b> <b>2.00 units</b>  (C-ID:MUS 160) UC, CSU  <i>Prerequisite: None</i>  <i>Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.</i>  Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-43A</b>  <b>Jazz Improvisation and Theory I</b> <b>1.00 unit</b>  UC, CSU  <i>Prerequisite: None.</i>  Description: This beginning course focuses on basic jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-39</b>  <b>Applied Music I</b> <b>3.00 units</b>  (C-ID:MUS 160) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  <i>Corequisite: MUS-42 or enrollment in another one or two unit large ensemble course.</i>  Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory (TBA option) (Letter grade only)</p>	<p><b>MUS-43B</b>  <b>Jazz Improvisation and Theory II</b> <b>1.00 unit</b>  UC, CSU  <i>Prerequisite: MUS-43A.</i>  Description: This intermediate course further develops the skills introduced in MUS-43A, focusing on intermediate jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-40</b>  <b>Class Percussion</b> <b>1.00 unit</b>  UC, CSU  <i>Prerequisite: None.</i>  Description: Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-43C</b>  <b>Jazz Improvisation and Theory III</b> <b>1.00 unit</b>  UC, CSU  <i>Prerequisite: MUS-43B.</i>  Description: This advanced course further develops the skills introduced in MUS-43B, focusing on advanced jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option) (Letter grade only)</p>

**MUS-44**  
**Jazz Ensemble** **2.00 units**  
 (C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-48**  
**Marching Band** **3.00 units**  
 (C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for marching band, with an emphasis on the development of skills needed to perform within a marching band. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)

**MUS-49**  
**Indoor Marching Percussion** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: This course is for the study, rehearsal, and performance of indoor marching percussion literature, with an emphasis on the development of skills needed to perform within an indoor marching percussion ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)

**MUS-50**  
**Master Chorale** **1.00 unit**  
 (C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-52**  
**Recital Performance** **0.50 units**  
 UC, CSU

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): High competence in a performance medium.*

*Corequisite: Concurrent enrollment in or prior completion of, MUS-39 or MUS-79 or MUS-P12 or MUS-12*

Description: Preparation and presentation of a 20-25 minute recital performance. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-53**  
**Keyboard Proficiency** **1.00 unit**  
 UC, CSU

*Prerequisite: MUS-32D or the equivalent.*

Description: Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory. (Letter grade only)

**MUS-54**  
**Community Jazz Ensemble** **0.50 units**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for community jazz orchestra, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-55**  
**Community Concert Band** **1.00 unit**  
 (C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-56**  
**Intersession Concert Band** **0.50 units**  
 UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study and rehearsal of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)



<p><b>MUS-57</b>  <b>Gospel Singers</b>  (C-ID:MUS 180)  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before first class meeting.</i>  Description: A mixed voices chorus for the study, rehearsal, and public performances of anthems, spirituals, and gospel music (traditional/contemporary). Emphasis is on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This course is repeatable for credit the maximum times allowable by regulation. 54 hours laboratory. (Letter grade only)</p>	<p><b>1.00 unit</b>  UC, CSU</p>	<p><b>MUS-61</b>  <b>Auxiliary Marching Units</b>    <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is for the rehearsal and performance of rifle, flag, and dance units auxiliary to the marching band, with an emphasis on the development of skills needed to perform within a marching band. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA Option) (Letter grade only)</p>	<p><b>3.00 units</b>  CSU</p>
<p><b>MUS-58</b>  <b>Gospel Choir</b>  (C-ID:MUS 180)  <i>Prerequisite: None.</i>  <i>Limitation on Enrollment: Audition on or before the first class meeting.</i>  Description: A choir of mixed voices dedicated to the study, rehearsal, and public performance of anthems, spirituals, and African American gospel (traditional/contemporary) music. May be taken a total of four times. 54 hours laboratory. (Letter grade only)</p>	<p><b>1.00 unit</b>  UC, CSU</p>	<p><b>MUS-65</b>  <b>Basic Musicianship</b>    <i>Prerequisite: None.</i>  Description: An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation. 36 hours lecture. (Letter grade only) (Letter grade only)</p>	<p><b>2.00 units</b>  UC, CSU</p>
<p><b>MUS-59</b>  <b>Winter Marching Band Clinic</b>    <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment</i>  Description: This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to perform within a marching band at local, regional, and international public events. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>1.00 unit</b>  UC,CSU</p>	<p><b>MUS-66</b>  <b>Indoor Color Guard</b>    <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is for the rehearsal and performance of rifle, flag, and dance units, with an emphasis on the development of skills needed to perform color guard routines in a gymnasium setting. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA Option) (Letter grade only)</p>	<p><b>3.00 units</b>  CSU</p>
<p><b>MUS-60</b>  <b>Summer Marching Band Clinic</b>    <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.</i>  Description: This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to participate in a marching band program. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>1.00 unit</b>  UC,CSU</p>	<p><b>MUS-67</b>  <b>Community Chamber Ensemble</b>  (C-ID:MUS 180)  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.</i>  Description: The study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>1.00 unit</b>  UC,CSU</p>
<p><b>MUS-68</b>  <b>Community Symphony</b>  (C-ID:MUS 180)  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of orchestral literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>1.00 unit</b>  UC,CSU</p>	<p><b>MUS-68</b>  <b>Community Symphony</b>  (C-ID:MUS 180)  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of orchestral literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>2.00 units</b>  UC, CSU</p>

**MUS-69****Festival Choir**

(C-ID:MUS 180)

**1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: An advanced large vocal group dedicated to the further study, rehearsal and public 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. (TBA option) (Letter grade only)

**MUS-70****Guitar Lab Ensemble**

(C-ID:MUS 180; MUS 185)

**1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before first class meeting.*

Description: Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-71****College Chorus**

(C-ID:MUS 180)

**1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal, and performance of a variety of choral literature. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-73****Vocal Jazz Singers**

(C-ID:MUS 160; MUS 180)

**2.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for vocal jazz ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-74****Jazz Proficiency****1.00 unit**

UC, CSU

*Prerequisite: None.*

Description: Group and individual preparation for the jazz skills proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-75****Advanced Vocal Ensembles**

(C-ID:MUS 180)

**1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on Enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for advanced vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-76****Advanced Instrumental Chamber Ensembles**

(C-ID: MUS 185)

**1.50 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting*

Description: This course is for the study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade only)

**MUS-77****Guitar Ensemble**

(C-ID:MUS 180)

**2.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for classical guitar ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-78****Beginning Applied Music II****2.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. Course may be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-79**

**Applied Music II** **3.00 units**  
(C-ID:MUS 160) UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Audition on or before the first class meeting.*

*Corequisite: MUS-42 or enrollment in another one or two unit large ensemble course.*

Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)

**MUS-80**

**Master Singers** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for Master Singers, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-81**

**Consort Singers** **2.00 units**  
(C-ID: MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-82**

**Wind Symphony** **2.00 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of wind symphony literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-83**

**Advanced Chamber Choir** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Advanced chamber choir dedicated to the study, rehearsal, and public performance of a variety of chamber choral literature. Activities may include concerts, festivals, radio and TV broadcasts, and private appearances. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-84**

**Jazz Orchestra** **2.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for instrumental jazz orchestra, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-85**

**Intersession Chamber Ensembles** **0.50 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study and rehearsal of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-86**

**Intersession Jazz Ensemble** **0.50 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study and rehearsal of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-87**

**Applied Music Training** **1.00 unit**  
(C-ID:MUS 160) UC, CSU

*Prerequisite: None.*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-89****Music of Multicultural America****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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 lecture. (Letter grade only)

**MUS-89H****Honors Music of Multicultural America****3.00 units**  
CSU*Prerequisite: None*

*Limitation on enrollment: Enrollment in the RCCD Honors Program*

Description: An honors course that offers 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. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture. (Letter grade only)

**MUS-92****Basic Piano****0.50 units**  
UC, CSU*Prerequisite: None.*

Description: Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory. (Letter grade only)

**MUS-93****The Business of Music**  
(C-ID: CMUS140X)**3.00 units**  
CSU*Prerequisite: None.*

Description: An overview of the business side of performing, recording, and publishing music. Study of contracts, trademarks, 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. (Letter grade only)

**MUS-94****Community Jazz Orchestra****0.50 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition by instructor and previous experience in performance literature*

Description: Study, rehearsal, and public performance of literature written for community jazz orchestra, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-95****Community Symphony Band**  
(C-ID:MUS 180)**1.00 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: The ability to sightread and perform music on either a wind, percussion, string, or keyboard instrument. Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of symphony band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-97****Pep Band****1.00 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: This course is for the study, rehearsal, and performance of pep band literature, with an emphasis on the development of skills needed to perform within a pep band. Different literature will be studied each semester. Participation in public performances at college events is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-98****Careers in Music****3.00 units**  
CSU*Prerequisite: None.*

Description: A survey of careers in music and closely-related fields, with emphasis on entrepreneurship, individual career options, and planning. Overview of the roles and responsibilities in music performance, education, composition, production, and business. Career research and planning. 54 hours lecture. (Letter grade only)

**MUS-101****Introduction to Music Technology****3.00 units**  
UC, CSU

*Prerequisite: MUS-3 or equivalent music fundamentals experience.*

Description: An introduction to the vocabulary, methods, concepts and devices of contemporary music technology, including software, hardware, and cloud-based applications for music creation, notation, recording/sequencing, assessment, and music education. Ideal for any student wishing to gain more knowledge in music technology. 54 hours lecture. (Letter grade only)

**MUS-200****Music Work Experience****1.00 - 4.00 units**

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option only)

**MUS-P11****Live Sound Techniques I****3.00 units**

UC, CSU

*Prerequisite: MUS-8B.*

Description: Introduction to, and practical experience in, live sound engineering, production, recording, and reinforcement through the use of microphone selection and techniques, cables and connections, monitoring systems, audio consoles, signal processors, amplifiers, front-of-house and PA systems, and digital recording devices. Emphasis on small-group lecture and demonstration with hands on practice and experience. Students work with others in theater, television, and music to reinforce audio in a live setting. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-P12****Applied Piano I**

(C-ID:MUS 160)

**3.00 units**

UC, CSU

*Prerequisite: None.**Limitation on Enrollment: Audition on or before the first class meeting.**Corequisite: MUS-P36 or MUS-P76 or enrollment in another one or two unit large ensemble course.*

Description: Individual piano instruction for students preparing to audition, transfer, or for those who wish to perform in a recital. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)

**MUS-P27****Beginning String Techniques****1.00 unit**

UC, CSU

*Prerequisite: None.*

Description: An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory. (Letter grade only)

**MUS-P28****Symphony Strings**

(C-ID:MUS 180)

**2.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of string orchestra literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-P32A****Jazz Piano I****1.00 unit**

UC, CSU

*Prerequisite: None.*

Description: Practical knowledge and proficiency in concepts pertaining to jazz piano, including reading chord symbols, chord voicings, stylistically appropriate accompaniment, and improvising in a jazz and/or pop music idiom. 54 hours laboratory. (Letter grade only)

**MUS-P36****Piano Ensemble**

(C-ID:MUS 180)

**1.50 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for piano ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**MUS-P44****Jazz Lab Band**

(C-ID:MUS 180)

**1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: This course is for the study, rehearsal, and public performance of jazz ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-P52A****Songwriting I****2.00 units**  
CSU*Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*

Description: Introduction to popular songwriting techniques and performance. Topics covered include chord structure, form, rhythm, melody, harmony, lyrics, chord progressions, and preparing lead sheets. This course is designed for students with basic vocal and piano or vocal and guitar skills who are interested in enhancing their abilities as singer-songwriters. Not designed for beginners. 18 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-P76****Advanced Piano Ensemble**

(C-ID: MUS 185)

**1.50 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of advanced literature for piano ensemble, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**MUS-P77****Advanced Guitar Ensemble**

(C-ID: MUS 185)

**2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of guitar ensemble literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-P84****Jazz Lab Orchestra**

(C-ID: MUS 180)

**1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Designed for beginning or intermediate jazz performers. Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for jazz orchestra, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**NURSING (NRN)****NRN-6****Nursing Learning Laboratory****0.50 units**  
CSU*Prerequisite: None.**Limitation on Enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 27 hours laboratory. (TBA option)(Pass/No Pass only.)

**NRN-7****Nursing Learning Laboratory****1.00 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option)(Pass/No Pass only.)

**NRN-8****Nursing Learning Laboratory****2.00 units**  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Pass/No Pass only)

**NRN-11**

**Foundations of Nursing Practice Across the Lifespan** **8.50 units**  
CSU

*Prerequisite: PSY-9 and BIO-50A and BIO-50B and BIO-55*  
*Limitation on Enrollment (e.g. Performance tryout or*  
*audition): Acceptance to the Associate Degree Nursing*  
*Program.*

*Corequisite: NRN-11A*

Description: Focus on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient populations across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute care settings. Includes acquisition of nursing skills required in acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 lecture hours and 216 laboratory hours. (Letter Grade only).

**NRN-11A**

**Nursing Learning Laboratory** **0.50 units**  
CSU

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or*  
*audition): Enrollment in the Associate Degree Nursing*  
*Program.*

*Corequisite: NRN-11*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for diverse patient populations across the lifespan at a beginning novice level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11B**

**Nursing Learning Laboratory** **1.00 unit**

*Prerequisite: None.*

*Advisory: NRN-11*

*Limitation on Enrollment: Enrollment in the Associate Degree*  
*Nursing program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginning novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-11C**

**Nursing Learning Laboratory** **2.00 units**

*Prerequisite: None.*

*Advisory: NRN-11.*

*Limitation on enrollment: Enrollment in the Associate Degree*  
*Nursing program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginning novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-12**

**Acute/Chronic Medical-Surgical/Maternity Nursing** **8.50 units**  
CSU

*Prerequisite: NRN-14.*

*Limitation on Enrollment: Enrollment in the Associate Degree*  
*Nursing Program.*

*Corequisite: NRN-12A.*

Description: Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care for diverse patient populations which include childbearing families, chronically-ill children, and acute and chronically-ill adults. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic healthcare settings. Includes acquisition of nursing skills required in medical/surgical and maternal-child settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter grade only)

**NRN-12A**

**Nursing Learning Laboratory** **0.50 units**  
CSU

*Prerequisite: NRN-14.*

*Limitation on Enrollment: Enrollment in the Associate Degree*  
*Nursing program.*

*Corequisite: NRN-12.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at a advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-12B****Nursing Learning Laboratory 1.00 unit***Prerequisite: None.**Advisory: NRN-12**Limitation on enrollment: Enrollment in the Associate Degree Nursing program*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-12C****Nursing Learning Laboratory 2.00 units***Prerequisite: None.**Advisory: NRN-12.**Limitation on enrollment: Enrollment in the Associate Degree Nursing program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-14****Health Promotion and Wellness Across the Lifespan 3.00 units**  
CSU*Prerequisite: NRN-11*

Description: Focus on health promotion and wellness for individuals and communities across the life span. Opportunities to explore the human quest for health; develop plans for health promotion, disease prevention and health teaching using theories that target the physiological, psychological, and sociocultural aspects of individuals and communities; identify and determine social determinants of health for diverse populations; design interventions for health promotion and prevention for self and others with diverse needs; evaluate the effectiveness of health promotion; encourage health promotion activities for self and individuals from diverse populations; and investigate approaches for promoting a healthier society. 54 hours lecture (Letter Grade only).

**NRN-18****Transition Course for Advanced Placement Students 2.50 units***Prerequisite: None.**Limitation on enrollment: Must be an LVN and currently enrolled in the Associate Degree Nursing Program*

Description: An introduction to the Associate Degree Nursing program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists LVN's with transition to the Associate Degree Nursing Program. 27 hours lecture and 54 hours laboratory. (TBA Option) (Non-degree credit course.) (Letter grade only)

**NRN-21****Acute Care and Chronic Illness II/Mental Health 8.50 units**  
CSU*Prerequisite: NRN-12**Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-21A*

Description: Focus on concepts necessary for quality, safe, evidenced based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical and mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration / communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical settings and acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter Grade Only).

**NRN-21A****Nursing Learning Laboratory 0.50 units**  
CSU*Prerequisite: NRN-12 and NRN-12A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-21.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at an intermediate novice level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only)

**NRN-21B****Nursing Learning Laboratory 1.00 unit***Prerequisite: None.**Advisory: NRN-21.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at an intermediate novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)



**NRN-21C****Nursing Learning Laboratory 2.00 units***Prerequisite: None.**Advisory: NRN-21.**Limitation on Enrollment: Must be enrolled in the Associate Degree Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-degree credit) (Pass/No Pass only)

**NRN-22****Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics 8.50 units**

CSU

*Prerequisite: NRN-21 and NRN-21A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-22A.*

Description: Focus on concepts necessary for quality, safe, evidence based patient-centered nursing care for diverse patient populations experiencing complex alterations in health across the lifespan. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic health care settings. Includes acquisition of nursing skills required for patients experiencing complex health alterations across the lifespan. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter Grade Only)

**NRN-22A****Nursing Learning Laboratory 0.50 units**

CSU

*Prerequisite: NRN-21 and NRN-21A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-22.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at an advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only)

**NRN-22B****Nursing Learning Laboratory 1.00 unit***Prerequisite: None.**Advisory: NRN-22**Limitation on enrollment: Enrollment in the Associate Degree Nursing Program*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option)(Non-Degree Credit) (Pass/No Pass only)

**NRN-22C****Nursing Learning Laboratory 2.00 units***Prerequisite: None.**Advisory: NRN-22.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program. and*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only.)

**NRN-93****Calculations for Healthcare Providers 1.00 unit***Prerequisite: None.*

Description: Review of basic arithmetic required to prepare and administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Preparation and administration of medications via different routes and to patients across the lifespan. Computation of dosage problems encountered in nursing practice. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 15 contact hours. California BRN provider number 00100. 18 hours lecture.(Letter grade only)

**NRN-94****Nursing Clinical Devel Practicum 1.00 unit***Prerequisite: None.**Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing Programs.*

Description: 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. 72 laboratory hours. (Pass/No Pass only)

**NRN-100**  
**Essentials of Nursing Practice** **1.50 units**  
*Prerequisite:* NRN-11 or NVN-52.  
*Corequisite:* NRN-107.  
 Description: Reinforces and builds upon the essentials of fundamental nursing practice and facilitates further development of students' critical thinking, clinical reasoning and judgment. Focus on the use of nursing process, safe medication administration practices, documentation of care, and fosters students' recognition and understanding of the relationships that exist between clinically contextualized case situations and their role as a nursing in planning and providing quality, safe, evidence-based nursing care. 27 hours lecture. (Non-Degree Credit) (Letter grade only)

**NRN-107**  
**Essentials of Nursing Practice Laboratory** **0.50 units**  
*Prerequisite:* NRN-11A or NVN-52A.  
*Corequisite:* NRN-100.  
 Description: An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care to accompany NRN-100. Provides instructional guidance to assist students in refining previously acquired skills and develop the competency level expected of beginning novice level nursing students. 27 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-200**  
**Nursing Work Experience** **1.00 - 4.00 units**  
 CSU  
*Prerequisite:* None.  
*Advisory:* Students should have paid or voluntary employment  
 Description: This course is designed to coordinate the students 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. (Letter grade or Pass/No Pass option)

## NURSING ASSISTANT (NNA)

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**NNA-79**  
**Medical Terminology for Healthcare Professionals** **3.00 units**  
*Prerequisite:* None.  
 Description: An introduction to the structure and use of medical terms used in various healthcare professions related to each body system. The course will provide healthcare professional students with an overview of basic anatomy; physiology; pathology; and diagnostic and treatment procedures related to each body system. The course will foster application-based learning and expand students' critical thinking skills. 36 lecture hours (Non-Degree Credit) (Letter grade only)

**NNA-80**  
**Nursing Learning Laboratory** **0.50 units**  
*Prerequisite:* None.  
*Limitation on Enrollment:* Must complete the College Assessment Survey; required LifeScan fingerprint submission to meet the background clearance standards as per the California Department of Public Health and Safety; current American Heart Association BLS certification; required immunizations; and signed medical clearance from healthcare provider; uniform and student ID badge. Must be at least 17 years of age.

Description: Provides theoretical and clinical laboratory components of the state-mandated curriculum required to take the state certification examination for nursing assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of Nursing Assistants (NAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence in identified skills. 72 hours lecture and 108 hours laboratory. (Letter grade only)

**NNA-80A**  
**Nursing Learning Laboratory** **0.50 units**  
*Prerequisite:* None.  
*Limitation on Enrollment:* HET-80 or NNA-80 or NNA-81 or NNA-86 or enrollment in the Nursing Assistant program.  
 Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nursing assistants. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 27 hours laboratory. (TBA option)(Non-degree credit course). (Pass/No Pass only).

**NNA-80B**  
**Nursing Learning Laboratory** **1.00 unit**  
*Prerequisite:* None.  
*Limitation on Enrollment:* NNA-80 or NNA-81 or NNA-86.  
 Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nursing assistants. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-degree credit course). (Pass/No Pass only.)

**NNA-81****Certified Home Health Aide****1.00 unit***Prerequisite: None.*

*Limitation on Enrollment: Requires current CPR certification, immunizations, background check and drug screen, medical clearance from healthcare provider, and uniform with RCC School of Nursing I.D. badge. Must possess an Active Certified Nursing Assistant certificate from the California Department of Public Health. Must be at least 17 years of age.*

Description: 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. 20 hours lecture and 20 hours laboratory. (Letter grade only)

**NNA-86****Acute Care Nurse Assistant****2.00 units***Prerequisite: None.*

*Limitation on Enrollment: Requires current CPR certification, immunizations, background check and drug screen, medical clearance from healthcare provider and uniform with School of Nursing I.D. badge. Must possess an Active Certified Nursing Assistant certificate from the California Department of Public Health. Must be at least 17 years of age.*

Description: Prepares the student to function in the acute care settings including hospitals and sub-acute facilities. Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings, including communication, patient assessment, observation, reporting and reinforcement of basic skills and procedures. Includes demonstration of required skills and supervised practice in acute care clinical settings. 24 hours of lecture and 54 hours laboratory. (Letter Grade only)

## NURSING LVN (NVN)

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**NVN-52****Introductory Concepts of Vocational Nursing -  
Nursing Fundamentals****9.50 units**

*Prerequisite: BIO-45 or BIO-50A and BIO-50B, and NVN-55A and PSY-9 and NVN-55B.*

*Limitation on enrollment: Admission to the Vocational Nursing program.*

*Corequisite: NVN-60.*

Description: Focus on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient populations across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in diverse healthcare settings. Includes acquisition of nursing skills required for ambulatory and acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills/simulation labs and a variety of clinical settings. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of laboratory. (Letter Grade only)

**NVN-52A****Nursing Learning Laboratory****0.50 units***Prerequisite: None. Prerequisite: None**Advisory: NVN-52.*

*Limitation on Enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing Program*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginner novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NVN-52B****Nursing Learning Laboratory****1.00 unit***Prerequisite: None**Advisory: NVN-52.*

*Limitation on Enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing program.*

Description: On-campus lab that incorporates the continued application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities to ensure skill competency. This optional lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginner novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option)(Pass/No Pass only.)

**NVN-52C****Nursing Learning Laboratory****2.00 units***Prerequisite: None**Advisory: NVN-52.*

*Limitation on Enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing program.*

Description: On-campus lab that incorporates the continued application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities to ensure skill competency. This optional lab for students seeking further development provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginner novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option)(Pass/No Pass only.)

**NVN-55A****Vocational Nursing Practice/Nutrition****3.00 units***Prerequisite: None.*

Description: Focuses on the definition, functions, responsibilities, and roles of the vocational nursing student, and the Licensed Vocational Nurse as members of the interprofessional healthcare team. Introduces the concepts of nutrition and therapeutic diet therapy.

**NVN-55B****Principles of Pathophysiology****2.00 units***Prerequisite: BIO-45 or BIO-50A and BIO-50B*

Description: An introduction to the responses of the body to disease that affect basic human needs. Course topics include introduction to pathophysiology, inflammation and tissue repair, altered immunity, infection, genetic disorders, and altered cellular proliferation and differentiation. 36 hours lecture. (Letter grade only)

**NVN-60****Intermediate Vocational Nursing Foundations-  
Nursing Process****1.00 unit***Prerequisite: BIO-45 or BIO-50A and BIO-50B and PSY-9 and NVN-55A and NVN-55B.**Limitation on Enrollment: Admission to the Vocational Nursing Program**Corequisite: NVN-52.*

Description: Emphasis on the nursing process and the use of a nursing plan of care to develop critical thinking and clinical judgment.

The nursing process is to include assessment, diagnosis, planning, intervention, and evaluation for patient populations in a variety of healthcare settings. Collaboration and communication concepts to enhance patient-centered care and positive professional working relations. Problem-solving skills will be explored in relation to the nursing process. 18 hours lecture. (Letter Grade only)

**NVN-61****Intermediate Concepts of Vocational Nursing-Care of  
the Family****6.00 units***Prerequisite: NVN-52 and NVN-60.**Limitation on Enrollment: Admission to the Vocational Nursing program.*

Description: Focuses on concepts necessary to provide safe, patient-centered nursing care for developmentally and culturally diverse patient-specific populations which include infants, children, childbearing, and childrearing families. Incorporates the application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the nurse in various healthcare settings. Includes acquisition of nursing skills required in maternal/child settings. The application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory. (Letter Grade only)

**NVN-62****Intermediate Concepts of Vocational Nursing-  
Medical/Surgical****12.00 units***Prerequisite: NVN-61.**Limitation on Enrollment: Admission to the Vocational Nursing program.**Corequisite: NVN-63.*

Description: Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical conditions. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the entry-level nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical care settings. The application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 126 hours lecture (including 18 hours pharmacology) and 270 hours laboratory. (Letter Grade only)

**NVN-62A****Nursing Learning Laboratory****0.50 units***Prerequisite: None**Advisory: NVN-62**Limitation on Enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing program*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at an intermediate novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NVN-62B****Nursing Learning Laboratory****1.00 unit***Prerequisite: None**Advisory: NVN-62.**Limitation on Enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing program.*

Description: On-campus lab that incorporates the continued application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities to ensure skill competency. This optional lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at an intermediate novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option)(Pass/No Pass only.)

**NVN-62C****Nursing Learning Laboratory 2.00 units***Prerequisite: None**Advisory: NVN-62.**Limitation on Enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing program.*

Description: On-campus lab that incorporates the continued application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities to ensure skill competency. This optional lab for students seeking further development provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at an intermediate novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option)(Pass/No Pass only.)

**NVN-63****Intermediate Concepts of Vocational Nursing - Mental Health 3.00 units***Prerequisite: NVN-61.**Limitation on Enrollment: Must be admitted to the VN program.**Corequisite: NVN-62.*

Description: Focus on concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse population experiencing various acute and chronic mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. Total of 36 hours lecture (including 2 hours pharmacology) and 65 hours laboratory. (Letter Grade only)

**NVN-70****Advanced Vocational Nursing Foundations-Role Transition 1.00 unit***Prerequisite: NVN-62 and NVN-63.**Limitation on Enrollment: Admission to the Vocational Nursing program.**Corequisite: NVN-71.*

Description: Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and a member of the discipline of nursing to the role of the licensed vocational nurse. The dynamics of the 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. (Letter Grade only)

**NVN-71****Advanced Vocational Nursing Foundations-Medical/Surgical 7.50 units***Prerequisite: NVN-62 and NVN-63.**Limitation on Enrollment: Admission to the VN Program.**Corequisite: NVN-70.*

Description: 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. Includes major focus on gerontological nursing, rehabilitation, and adaptation to chronic illness problems. 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 and critical care situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs, and leadership/supervision techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/laboratory. (Letter grade only)

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## NURSING/CONTINUING ED (NXN)

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**NXN-78****Pharmacology in Clinical Nursing Practice 3.00 units***Prerequisite: None**Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing program*

Description: An introduction to the basic principles of pharmacology with a focus on pharmacokinetics, pharmacodynamics, and therapeutic implications for major drug classifications, including complementary alternative therapies and over-the-counter preparations. Emphasis on medication administration guidelines, application to clinical nursing practice, safety, and adverse effects of medications. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 45 contact hours. California BRN provider number 00100. 54 hours lecture. (Letter grade, or Pass/No Pass option.)

**NXN-81****Introduction to Critical Care Nursing 5.00 units***Prerequisite: None.**Limitation on enrollment: Completion of a Registered Nursing Program.*

Description: Designed to prepare the Registered Nurse for specialized high acuity, progressive, and critical care nursing, using best practices, in meeting the needs of critically ill patients and their families, while improving patient outcomes. The course focuses on global perspectives in the care of critically ill patients; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; organ procurement; end-of-life; specialized procedures and equipment. 90 hours lecture. (Letter Grade or Pass/No Pass) Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. (Letter grade or Pass/No Pass option)

**NXN-84**  
**Prepare for Success-Nrs School** **1.50 units**  
*Prerequisite: None.*  
 Description: Provides an introduction to and facilitates success in the Riverside City College School of Nursing programs. Introduces the concept of a program of study, clarifies expectations, and informs students of campus-wide resources. Includes study and test-taking strategies, organizational and time-management skills, and other behaviors of the self-regulated learner. 27 hours lecture. (Letter Grade) Approved by the California Board of Registered Nursing(BRN) for occupational education units for a total of 22.5 contact hours. California BRN provider number 00100. (Letter grade only)

## OCEANOGRAPHY (OCE)

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**OCE-1**  
**Introduction to Oceanography** **3.00 units**  
 UC, CSU  
*Prerequisite: None*  
 Description: Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis effect, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture. (Letter grade only)

**OCE-1L**  
**Introduction to Oceanography Laboratory** **1.00 unit**  
 UC, CSU  
*Prerequisite: None.*  
*Corequisite: OCE-1.*  
 Description: 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. Topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; dynamic topography and waves and tides. 54 hours laboratory. (Letter grade only)

## PARALEGAL STUDIES (PAL)

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**PAL-10**  
**Introduction to Paralegal Studies** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: 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. (Letter grade only)

**PAL-14**  
**Legal Ethics** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: Rules, regulations, and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture. (Letter grade only)

**PAL-64**  
**Legal Research/Comp Appl** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principal law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture. (Letter grade only)

**PAL-65**  
**Law Office Technology** **3.00 units**  
*Prerequisite: None*  
 Description: Introduces legal technology software applications and tools commonly used in law offices. Includes an introduction to law office records, file management systems, case management software, calendaring systems, tracking of time, court forms, drafting of legal documents, document control, e-filing, e-discovery, preparation of billing, law office case load management, trial graphics, TrialDirector, trial litigation software, conflict of interest tracking systems, law office tools, and other legal software tools commonly used in the law office and day-to-day life of paralegals. Upon successful completion of the course, students will qualify for the National Society for Legal Technology (NSLT) Legal Technology Certificate. 54 hours lecture. (Letter grade only)

**PAL-68**  
**Civil Litigation and Procedures I** **3.00 units**  
 CSU  
*Prerequisite: None.*  
 Description: The first of two courses designed to introduce 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. (Letter grade only)

**PAL-70**  
**Law Office Policies, Procedures and Ethics** **1.50 units**  
 CSU  
*Prerequisite: None.*  
 Description: 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. (Letter grade only)

**PAL-72**  
**Legal Analysis and Writing** **3.00 units**  
 CSU  
*Prerequisite: PAL-10 or PAL-68 or BUS-18A or PAL-64.*  
 Description: 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. (Letter grade only)

<b>PAL-78</b> <b>Civil Litigation and Procedures II</b>	<b>3.00 units</b> CSU	<b>PAL-84</b> <b>Criminal Law and Procdeure</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: PAL-68.</i></p> <p>Description: 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. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Basic principles of criminal law and procedure. Study of the constitutional, statutory and rule-based issues that arise in criminal law and the formal processing of criminal cases. Topics include: the elements of common law felonies and misdemeanors, the principal defenses to criminal charges, key provisions of the Fourth, Fifth, Sixth, and Fourteenth Amendments, the pretrial and trial process, sentencing, appeals, and remedies for constitutional violations. These topics are examined from the perspectives of lawyers, paralegals, and jurists on criminal law and criminal procedure law. 54 hours lecture. (Letter grade only)</p>	
<b>PAL-80</b> <b>Internship Project</b>	<b>1.50 units</b> CSU	<b>PAL-85</b> <b>Family Law and Procedures</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: PAL-10 or BUS-18A or PAL-68 or PAL-70 or PAL-14 or PAL-64.</i></p> <p>Description: An application course designed to enhance practical skills for acquiring internships and permanent employment in a law-related environment. A cover letter and resume will be required with an employment portfolio. Students will be provided resources to help secure an internship. 27 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings, and the rights of married and unmarried parties under community property and separate property laws, including cohabitation cases in California. 54 hours lecture. (Letter grade only)</p>	
<b>PAL-81</b> <b>Bankruptcy Law and Procedures</b>	<b>3.00 units</b> CSU	<b>PAL-86</b> <b>Tort Law and Alternative DisputeResolution</b>	<b>3.00 units</b>
<p><i>Prerequisite: None.</i></p> <p>Description: 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. (Letter grade only)</p>		<p><i>Prerequisite: PAL-10 or PAL-68 or PAL-64 or BUS-18A</i></p> <p>Description: Examines topics which are important in a personal injury practice, including pre-litigation investigation, employment of experts, evaluation of damages, settlements, arbitration, and preparing for trial. All torts including intentional torts, negligence, strict liability, and product liability are covered. 54 hours lecture. (Letter grade only)</p>	
<b>PAL-82</b> <b>Immigration Law, Practice and Procedures</b>	<b>3.00 units</b> CSU	<b>PAL-87</b> <b>Trial Practice Preparation and Procedure</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p>Description: Fundamentals of immigration law for paralegals in the United States with a focus on preparation of immigration forms used to secure benefits. Computerized preparation of forms and procedures for filing with INS will be emphasized. Topics include client selection, interviewing, temporary and permanent visas, residency, preferences, asylum, citizenship, courts, agencies, immigration forms, and ethical issues for paralegals in immigration practice. Marketing procedures for paralegals involved in immigration law will be analyzed. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture. (Letter grade only)</p>	
<b>PAL-83</b> <b>Estate Planning and Probate Procedures</b>	<b>3.00 units</b> CSU	<b>PAL-90</b> <b>E-Discovery and Litigation SupportApplications</b>	<b>3.00 units</b>
<p><i>Prerequisite: None.</i></p> <p>Description: Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture.(Letter grade only)</p>		<p><i>Prerequisite: PAL-10 or PAL-68, PAL-65 or PAL-64</i></p> <p>Description: A broad overview of e-discovery by managing document production and organization during litigation. Students will learn how to manage a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial. 54 hours lecture. (Letter grade only)</p>	

**PAL-200**  
**Paralegal Studies Wrk Exp** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## PHILOSOPHY (PHI)

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**PHI-10**  
**Introduction to Philosophy** **3.00 units**  
 (C-ID:PHIL 100) UC, CSU

*Prerequisite: None*

Description: A survey and exploration of significant questions in the 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.(Letter grade only)

**PHI-10H**  
**Honors Introduction to Philosophy** **3.00 units**  
 (C-ID:PHIL 100) UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: A survey and exploration of significant questions in the 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. This 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.(Letter grade only)

**PHI-11**  
**Critical Thinking** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. Focus 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, and informal fallacies. 54 hours lecture.(Letter grade only)

**PHI-12**  
**Introduction to Ethics** **3.00 units**  
 (C-ID:PHIL 120) UC, CSU

*Prerequisite: None.*

Description: A survey of the three major subcategories of ethical theory: metaethics, normative ethics and applied ethics. 54 hours lecture.(Letter grade only)

**PHI-13**  
**Philosophy of Art** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, artistic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture. (Letter grade only)

**PHI-14**  
**Survey of Black Thought** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An introduction to the influence of African philosophy and thought in the speeches and writings of influential African American thinkers. Surveys the core principles of African philosophy and their presence in modern texts related to significant movements in African American history, culture, and politics. African, African American, and Caribbean sources are used to provide a comparative perspective. Total of 54 hours lecture. (Same as ETS-13) (Letter grade only)

**PHI-19**  
**Native Amer Thought** **3.00 units**  
 UC, CSU

*Prerequisite: None*

Description: Philosophical and religious beliefs and practices of Native Americans. Explores Native American history and thought regarding the relationship between humanity and the natural world, the nature of knowledge, and ethics and aesthetics of the First Peoples. Emphasis placed on Native American thought and its relevance to contemporary problems in philosophy and culture. 54 hours lecture.(Letter grade only)

**PHI-32**  
**Introduction to Symbolic Logic** **3.00 units**  
 (C-ID:PHIL 210) UC, CSU

*Prerequisite: None.*

Description: Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture. (Same as MAT-32) (Letter grade or Pass/No Pass option)



**PHI-33**

**Introduction to Social and Political Philosophy** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: PHI-10 or PHI-11*

Description: 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, communism, and modern political philosophy. 54 hours lecture. (Letter grade only)

**PHI-34**

**Philosophical Survey of Sex, Gender, and Sexuality** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to philosophical approaches to the study of gender and sexuality. Analyzes historical traditions in world philosophy and contemporary philosophical problems in metaphysics, epistemology, philosophy of science and art, ethics, and social and political philosophy through the lens of gender and sexuality. Emphasis placed on historical and contemporary contributions of women, gender non-conforming or nonbinary individuals, and genderqueer individuals to philosophical analysis. Includes comparative analysis of world philosophies. 54 hours lecture. (Letter grade only)

**PHI-35**

**Philosophy of Religion** **3.00 units**  
UC, CSU

*Prerequisite: None*

*Advisory: PHI-10 or PHI-11*

Description: 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. (Letter grade only)

**PHI-36**

**Asian Philosophy** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Survey of classical South Asian and East Asian philosophical traditions (Brahmanical philosophy, Indian Buddhism, Jainism, Confucianism, Daoism, and the Buddhist philosophical traditions of Tibet, China, and Japan). Emphasis placed on inter-traditional and intra-traditional problems in the context of ethics, metaphysics, epistemology, and philosophy of mind. 54 hours lecture. (Letter Grade only)

**PHOTOGRAPHY (PHO)****PHO-7**

**Medium and Large Format Film Photography** **3.00 units**

*Prerequisite: None*

Description: Designed to immerse students in the world of medium and large format film photography. Students will learn to photograph with medium and large format cameras, develop film, and scan the resulting negatives. Covers photographing and developing both color and black and white film. Acquire competency in the use of photo materials and processes associated with digital practices and basic darkroom procedures within contemporary photography. Students will learn how to process film, enlarge (print) negatives, scan negatives, create and manage a Lightroom catalog, and receive an introduction to digitally editing photographs. Students are expected to supply their own film and enlarging paper for printing their photographs. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only)

**PHO-8**

**Introduction to Film Photography** **3.00 units**  
(C-ID:ARTS 260) UC, CSU

*Prerequisite: None.*

Description: Theory and practice in the basic techniques of producing black and white and color photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture, and focal length. Acquire competency in the use of photo materials and processes associated with digital practices and basic darkroom procedures within contemporary photography. Students will learn how to process film, enlarge (print) negatives, scan negatives, create and manage a Lightroom catalog, and receive an introduction to digitally editing photographs. Students are expected to supply their own film and enlarging paper for printing their photographs. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only)

**PHO-9**

**Intermediate Photography** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: PHO-8 or PHO-20.*

Description: An intermediate course in photography emphasizing the theory and practice of photographic composition, use of natural and artificial lighting, on-camera filters, exposure techniques, photographic editing in both film and digital environments, digital asset management in a digital darkroom and production of fine art prints. Students will also be introduced to the concept of narrative in photography. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only)

**PHO-11**

**Commercial and Advertising Photography** **3.00 units**  
CSU

*Prerequisite: None*

Description: An introduction to professional practices in commercial and advertising photography. Students will learn how to understand and navigate the commercial market and create commercial photography clients such as; magazines, advertisements, architecture, and photographic illustrations. 36 hours lecture and 54 hours laboratory. Materials fee applies. (Letter grade only)

**PHO-12****Photojournalism**

(C-ID:JOUR 160)

**3.00 units**

CSU

*Prerequisite: None.**Advisory: PHO-8 or PHO-20.*

Description: Introduction to photojournalism, documentary photography, and the photojournalistic style of street shooting as a means for communicating visual information in print and digital media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only) (Same as JOU-12)

**PHO-14****Lighting for Photographers****3.00 units**

CSU

*Prerequisite: None.**Advisory: PHO-8 or PHO-20.*

Description: An introduction to the basic theory and principles of lighting for photographers. Hands-on experience in learning contemporary photographic lighting in the studio and in the field. Students will learn to balance ambient light with strobes, learn practical lighting ratios, and understand how to light the subject and the scene. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-15****Wedding and Event Photography****3.00 units**

CSU

*Prerequisite: None.*

Description: Technical, artistic, legal, and interpersonal communication information required by the wedding and event photographer. Includes establishing a working relationship with the client, evaluating each event to choose the appropriate equipment, developing photographic shot lists based on the type of event and cultural and religious expectations, executing contracts and marketing services. Students will also prepare for commercial clients and jobs. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-18****Photoshop, Lightroom, and Printing for Photographers****3.00 units**

CSU

*Prerequisite: PHO-20.*

Description: Theory and practice of using software applications, primarily Adobe Lightroom and Adobe Photoshop, to organize professional shoots, edit, and print digital photographs and digitally scanned photographs for a commercial environment. Editing techniques for different types of professional clients such as; wedding photography, advertising, photojournalism, portrait and commercial photography. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only)

**PHO-19****Color Correction and the Photographic Portfolio****3.00 units**

CSU

*Prerequisite: None**Advisory: PHO-20*

Description: Theory and practice in capture, post-processing, and output of color photographs. Includes color theory, analysis of light sources, digital workflow, use of creative color, history of color photography and exposure to the work of contemporary color

photographers. The concept of the contemporary body of work will be covered and students will begin to create a cohesive body of work. Students will create a zine, or contemporary photography portfolio, by the end of the course. 36 hours of lecture and 54 laboratory hours. Materials fee applies. 36 hours lecture/56 hours lab. (Letter grade only)

**PHO-20****Introduction to Digital Photography**

(C-ID:ARTS 260)

**3.00 units**

CSU

*Prerequisite: None.*

Description: Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of a digital camera with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-22****Photography for Social Media****3.00 units**

CSU

*Prerequisite: None*

Description: An introduction to photography used for social media. This course will discuss appropriate strategies for photographing, creating, maintaining a consistent brand, and building an online presence. It will discuss successful strategies for gathering followers and professional practices of an online presence. Students will analyze current trends and work, create a media strategy plan, and produce professional photographic content. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-23****Drone Photography****3.00 units**

CSU

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students must obtain a recreation drone license, The Recreational UAS Safety Test (TRUST) and provide proof of test passage, before or during the first two weeks of the course.*

Description: An introduction to drone photography from choosing equipment to producing the final image. It will cover camera equipped drone flight operation and skills as they relate to photography, and how to make and edit visually compelling aerial photographs. Students must obtain a recreation drone license, The Recreational UAS Safety Test (TRUST) and provide proof of test passage, before or during the first two weeks of the course. Students are expected to supply their own camera equipped drone. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Letter grade only)

**PHO-27****Forensic and Crime Scene Photography****3.00 units**  
CSU*Prerequisite: None*

Description: The theory and practice of forensic and crime scene photography, with a specific focus upon the proficiency and development of technical photography skills in legal and field environments. Students will obtain an introduction to the basic principles of photography and significant academic and technical exposure and skill-building in forensic photography, with a focus upon photographic documentation of forensic environments, including crime scene photography, injury documentation, traffic collision and property damage, evidence photography, forensic light source photography, low light/nighttime scene photography, specialized crime scene photography, and proper and lawful photographic evidence collection. A comprehensive review of academic legal knowledge regarding the rules of evidence and crime scene investigation techniques as it relates to crime scene photography. 36 hours lecture and 54 hours laboratory. (Same as ADJ 27) (Letter grade only)

**PHO-67****Business Practices for Photographers****3.00 units**  
CSU*Prerequisite: None.*

Description: This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture. (Same as BUS-67) (Letter grade only)

**PHO-200****Photography WorkExperience****1.00 - 4.00 units**  
CSU*Prerequisite: None*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass)

**PHYSICAL SCIENCE (PHS)****PHS-1****Introduction to Physical Science****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Fundamental concepts of earth, space, and environmental science (astronomy, geology, meteorology, and oceanography) 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. (Letter grade only)

**PHS-5****Weather and Climate**  
(C-ID:GEOG 130)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include atmospheric structure, solar radiation, and energy balances, atmospheric moisture, clouds and fog, air pressure, wind, air masses, and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. Understanding the human impact on weather and climate is an important thread throughout the course. 54 hours lecture. (Same as GEG-5.) (Letter grade only)

**PHYSICS (PHY)****PHY-2A****General Physics I**

(C-ID:PHYS 105; PHY2A+2B=PHYS 100S)

**4.00 units**  
UC, CSU*Prerequisite: None.**Corequisite: MAT-1A.*

Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: properties of matter; study of kinematics and mechanics, including Newton's laws, energy, momentum, and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**PHY-2B****General Physics II**

(PHY2A+2B=PHYS 100S)

**4.00 units**  
UC, CSU*Prerequisite: PHY-2A.*

Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss' Law, current, Ohm's Law, capacitance and inductance, Faraday's Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option)

**PHY-4A**  
**Mechanics** **4.00 units**  
 (C-ID: PHY 205; PHYS 200S) UC, CSU

*Prerequisite: None.*

*Corequisite: MAT-1A.*

Description: Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**PHY-4B**  
**Electricity and Magnetism** **4.00 units**  
 (C-ID:PHY 210; PHYS 200S) UC, CSU

*Prerequisite: PHY-4A.*

*Corequisite: MAT-1B.*

Description: Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**PHY-4C**  
**Heat, Light and Waves** **4.00 units**  
 (C-ID: PHYS 200S) UC, CSU

*Prerequisite: PHY-4A.*

*Corequisite: MAT-1B.*

Description: Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction; introduction to special relativity and modern physics. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**PHY-4D**  
**Modern Physics** **4.00 units**  
 (C-ID: PHYS 200S) UC, CSU

*Prerequisite: PHY-4A.*

Description: The study of special relativity, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture. (Letter grade only)

**PHY-10**  
**Introduction to General Physics** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture. (Letter grade only)

**PHY-11**  
**Physics Laboratory** **1.00 unit**  
UC, CSU

*Prerequisite: None.*

*Corequisite: PHY-10.*

Description: An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation and laboratory demonstrations. 54 hours laboratory. (Letter grade only)

## POLITICAL SCIENCE (POL)

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**POL-1**  
**American Politics** **3.00 units**  
 (C-ID:POLS 110) UC, CSU

*Prerequisite: None.*

Description: An introduction to the principles, structures, processes, and culture that inform American politics. Specific focus is placed on the development of the Constitution, the government it engenders, the development of the American polity, the formation of policy, and the connections between the national government and California's government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. (Letter grade only)

**POL-1H**  
**Honors American Politics** **3.00 units**  
 (C-ID:POLS 110) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: An introduction to the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational 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 POL-1 and POL-1H. 54 hours lecture. (Letter grade only)

**POL-2**  
**Comparative Politics** **3.00 units**  
 (C-ID:POLS 130) UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and Qualification of English 1A.*

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. (Letter grade only)

**POL-2H**  
**Honors Comparative Politics** **3.00 units**  
 (C-ID:POLS 130) UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational 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 POL-2 and POL-2H. 54 hours lecture. (Letter grade only)

**POL-3****Introduction to Politics**  
(C-ID:POLS 150)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA 83 and qualification for ENG-1A.*

Description: An introduction to Political Science as a field of study and to the major concepts, theories, methods 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, Political Theory as well as to methods of Political Science research. 54 hours lecture. (Letter grade only)

**POL-4****Introduction to World Politics**  
(C-ID:POLS 140)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A and REA-83.*

Description: 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. 54 hours lecture. (Letter grade only)

**POL-4H****Honors Introduction to World Politics**  
(C-ID:POLS 140)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: 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. This honors course offers an 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. (Letter grade only)

**POL-5****The Law and Politics****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-6****Introduction To Political Economy****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: 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. (Same as ECO-6) (Letter grade or Pass/No Pass option)

**POL-7A****Current Political Issues A****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-7B****Current Political Issues B****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-7C****Current Political Issues C****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-7D****Current Political Issues D****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-8****Introduction To Public Administration and Policy Development****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-10****International Organizations****3.00 units**  
UC, CSU*Prerequisite: None.*

*Advisory: Introduction to, and examination of, the development, impact, and issues of international organizations, with an emphasis on the United Nations. Includes theory and practice of international diplomacy through participation in Model United Nations simulations. Focus on the history, structure and functions of the United Nations; international negotiation and diplomacy; conflict resolution; researching and writing position papers and resolutions; understanding United Nations parliamentary procedures; and public speaking. Students are required to attend a Model United Nations conference. 54 hours lecture. (Letter grade only)*

**POL-10A****International Organizations A****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-10B****International Organizations B****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-10C****International Organizations C****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-11****Political Theory**

(C-ID:POLS 120)

**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-12****State and Local Politics****3.00 units**  
CSU*Prerequisite: None**Advisory: Qualification for English 1A*

Description: 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. (Letter grade only)

**POL-13**  
**Introduction American Foreign Policy** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Description: The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since W.W.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, and global economic and political interdependence. 54 hours lecture. (Letter grade only)

**POL-14**  
**Internship in Political Science** **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Qualification for English 1A.*

Description: 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. (Letter grade only)

**POL-17**  
**Politics of Developing Countries** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An introduction to the economic, political, and social problems faced by countries in the developing world. Topics include the causes of underdevelopment such as imperialism and colonization as well as the various forms of development interventions. Contemporary case studies of countries in the Middle East, Africa, Asia, and Latin America will be used to evaluate theoretical perspectives, policies, and strategies in development. 54 hours lecture. (Letter grade only)

**POL-20**  
**Latin American Politics** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An examination of the politics of contemporary governments in Latin America through various perspectives. Analyzes the domestic, as well as international effects, on the development of governments in Latin America, including the political, social and economic contexts and unique experiences of each nation-state of Latin America. Explores the various military interventions in politics throughout the region, the development of authoritarian governments, democratization, and the Pink Tide of the 21st century. 54 hours lecture. (Letter grade only)

**POL-21**  
**Latinx Politics** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in the U.S. as well as the institutional relationship that Latinx groups have established and challenge within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations. 54 hours lecture. (Same as ETS-21) (Letter grade only)

**POL-22**  
**Politics of the Middle East** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Surveys the political and social institutions in the Middle East. Students will be introduced to the political history of key countries and the contemporary governments of the Arab states, Turkey, Iran and Israel. There will be a special emphasis on the role religion, oil, and socioeconomic factors play in regional conflict in the Middle East. 54 hours lecture. (Letter grade only)

**POL-23**  
**Race, Ethnicity and Politics in America** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An examination of United States institutions of social, political and economic power from the history and experiences of minoritized populations such as African Americans, Latinas/os, Native Americans, Women, Asian Americans, and Immigrants. Students will analyze the U.S. Constitution as well the legislative, executive and judicial branches of governance with regard to citizenship, pluralism, and civil rights and liberties. Other emphases will be on diverse forms of political participation and how it influences U.S. institutions at the local, state and federal levels in movements towards achieving social justice. 54 hours lecture. (Letter grade only)

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## PORTUGUESE (POR)

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**POR-1**  
**Portuguese 1** **5.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Develops 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**POR-2**  
**Portuguese 2****5.00 units**  
UC, CSU*Prerequisite: POR-1*

Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

## PROFESSIONAL DEVELOPMENT STUDIES (PDS)

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**PDS-801**  
**Leadership Skills****0 units***Prerequisite: None*

Description: Take your leadership from good to great by exploring and applying the top ten skills that every leader must have. 12 hours lecture. (Pass/No Pass only)

**PDS-802**  
**Supervisory Skills****0 units***Prerequisite: None*

Description: Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation, and management styles. 12 hours lecture. (Pass/No Pass only)

**PDS-803**  
**Increasing Productivity****0 units***Prerequisite: None*

Description: Personal productivity results from a combination of factors which all impact each other. Explore, dissect and analyze these factors to develop an individualized plan optimizing your effectiveness in both your professional and personal lives. Focus on personal empowerment and growth while weaving neuroscience theory to help you anchor the learning and understand brain function better. 12 hours lecture. (Pass/No Pass only)

**PDS-804**  
**Motivating Yourself and Others****0 units***Prerequisite: None*

Description: Individuals and leaders explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Apply alternative reward and recognition strategies to increase engagement in the workplace. 12 hours lecture. (Pass/No Pass only)

**PDS-805**  
**Difficult Conversations****0 units***Prerequisite: None*

Description: Unfortunately, the default tendency for millions remains to try to avoid difficult conversations because they don't know how to structure a discussion. Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided and applied to prepare for your next difficult conversation. 12 hours lecture. (Pass/No Pass only)

**PDS-806**  
**The Art of Negotiating and Collaborating****0 units***Prerequisite: None*

Description: Participants apply collaboration tools for building high-trust synergistic relationships, analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process. 12 hours lecture. (Pass/No Pass only)

**PDS-807**  
**Personality Styles and Difficult Relationships****0 units***Prerequisite: None*

Description: Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives. 12 hours lecture. (Pass/No Pass only)

**PDS-808**  
**Critical Thinking, Problem Solving and Decision Making****0 units***Prerequisite: None*

Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Same as CAT-808) (Pass/No Pass only)

**PDS-809**  
**Business Writing in a Technological World****0 units***Prerequisite: None*

Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Same as CAT-809) (Pass/No Pass only)

**PDS-810**  
**Time Management****0 units***Prerequisite: None*

Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Pass/No Pass only)



**PDS-811****High Impact Presentations and Proposals For the Work Place** 0 units*Prerequisite: None.*

Description: Participants will learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. 12 hours lecture. (Same as CAT-811) (Pass/No Pass only)

**PDS-812****Workplace Communication Strategies** 0 units*Prerequisite: None.*

Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Same as CAT-812) (Pass/No Pass only)

**PDS-813****Best Practices in Customer Service** 0 units*Prerequisite: None*

Description: Apply practical strategies to retain a valuable customer base, diffuse difficult situations, and earn repeat business. Topics include: The anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers. 12 hours lecture. (Pass/No Pass only)

**PDS-814****Closing Techniques That Win the Sale** 0 units*Prerequisite: None*

Description: In any selling situation obstacles have to be overcome before a buying decision is reached. Learn to resolve objection effectively through a process that involves careful listening along with positive factual responses to buyer concerns. Learn techniques to address customers' emotional needs, get past the obstacles preventing them from buying, and build long-term customer relationships. 12 hours lecture. (Pass/No Pass only)

**PDS-815****Winning Sales Scripts** 0 units*Prerequisite: None*

Description: More and more sales are now being done "inside" with sales persons contacting perspective buyers using the phone and email. Learn how to maximize this revenue source and increase the effectiveness of "inside" sale using scripts. 12 hours lecture. (Pass/No Pass only)

**PDS-816****Personal Finance** 0 units*Prerequisite: None*

Description: Overview of personal financial management skills, positive banking relations, and achieving financial security. Topics include: Personal budgeting; saving; credit; appropriate use of credit cards; banking services; consumer installment loans; and buying real estate. 18 hours lecture. (Pass/No Pass only)

**PDS-817****Financial Future** 0 units*Prerequisite: None*

Description: Students will learn to review an individual financial situation, develop financial goals for retirement and identify appropriate means to achieve these goals. Topics will include: Financial goal setting; life insurance; different types of retirement accounts; and investment options. 9 hours lecture. (Pass/No Pass only)

**PDS-818****The Successful Job Search** 0 units*Prerequisite: None*

Description: Students interested in getting a job or progressing in their current career will learn essential skills for successful transitions in the workplace. Topics covered include identifying job markets and industries, conducting a comprehensive job search, networking, creating a resume and cover letter, and effective interview techniques. 9 hours lecture. (Pass/No Pass only)

## PSYCHOLOGY (PSY)

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**PSY-1****General Psychology** 3.00 units  
(C-ID:PSY 110) UC, CSU*Prerequisite: None.*

Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture. (Letter grade only)

**PSY-1H****Honors General Psychology** 3.00 units  
UC, CSU*Prerequisite: None*

*Limitation on enrollment: Enrollment in the Honors Program*  
Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This 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 PSY-1 and PSY-1H. 54 hours lecture.

<p><b>PSY-2</b> <b>Biological Psychology</b> <b>3.00 units</b> (C-ID:PSY 150) UC, CSU <i>Prerequisite: PSY-1.</i> Description: The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture. (Letter grade only)</p>	<p><b>PSY-33</b> <b>Theories of Personality</b> <b>3.00 units</b> UC, CSU <i>Prerequisite: None.</i> Description: Examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture. (Letter grade only)</p>
<p><b>PSY-8</b> <b>Introduction to Social Psychology</b> <b>3.00 units</b> (C-ID:PSY 170) UC, CSU <i>Prerequisite: None.</i> Description: An introduction to the study of individual human behavior in relation to the social environment. It includes emphasized topics such as aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. (Letter grade only)</p>	<p><b>PSY-35</b> <b>Abnormal Psychology</b> <b>3.00 units</b> (C-ID:PSY 120) UC, CSU <i>Prerequisite: None.</i> Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture. (Letter grade only)</p>
<p><b>PSY-9</b> <b>Developmental Psychology</b> <b>3.00 units</b> (C-ID:PSY 180) UC, CSU <i>Prerequisite: None.</i> Description: Examines the prevailing theories and research of developmental psychology and the stages of human development from conception to death. 54 hours lecture. (Letter grade only)</p>	<p><b>PSY-35H</b> <b>Honors Abnormal Psychology</b> <b>3.00 units</b> (C-ID:PSY 120) UC, CSU <i>Prerequisite: None.</i> <i>Limitation on Enrollment: Enrollment in the Honors Program.</i> Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. Students will produce a minimum of 5,000 words of instructor-evaluated writing. This 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. 54 hours lecture. (Letter grade only)</p>
<p><b>PSY-10</b> <b>Personal and Social Adjustment</b> <b>3.00 units</b> (C-ID: PSY115) UC, CSU <i>Prerequisite: None.</i> Description: An applied biopsychosocial approach to prepare students for a lifelong understanding of themselves as integrated persons, taking into account the influence of culture, ethnicity, gender, and socioeconomic status. Explores opportunities for adjustment and growth in a variety of circumstances, such as family, work, and interpersonal relationships. Topics include personal development through the life cycle, biological, psychological, and social aspects of stress, personal coping skills, interpersonal communication, family relationships, and effective integration of work with leisure. 54 hours lecture. (Letter grade only)</p>	<p><b>PSY-48</b> <b>Statistics for the Behavioral Sciences</b> <b>3.00 units</b> (C-ID:MATH 110;SOC125) UC, CSU <i>Prerequisite: MAT-35, MAT-37 or MAT-42 or qualifying placement level</i> Description: Introduction to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.(Letter grade only)</p>
<p><b>PSY-11</b> <b>Psychology of Human Sexuality</b> <b>3.00 units</b> UCSU <i>Prerequisite: None</i> Description: Explores empirical findings and theories about topics related to human sexuality and intimate relationships from the areas of clinical, developmental, evolutionary, biological, and social psychology. Examines sexual attitudes, values and behaviors in the context of the student's own moral framework, cultural norms, and contemporary society. 54 hours lecture. (Letter grade only)</p>	<p><b>PSY-50</b> <b>Research Methods in Psychology</b> <b>4.00 units</b> (C-ID:PSY 205B) UC, CSU <i>Prerequisite: PSY-1/1H, and PSY/SOC-48 or MAT-12/12H</i> Description: Introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.</p>

## REAL ESTATE (RLE)

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**RLE-80**  
**Real Estate Principles** **3.00 units**  
CSU

*Prerequisite: None.*

Description: The real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture. (Letter grade only)

**RLE-81**  
**Real Estate Practices** **3.00 units**  
CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**RLE-82**  
**Legal Aspects of Real Estate** **3.00 units**  
CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**RLE-83**  
**Real Estate Finance** **3.00 units**  
CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**RLE-84**  
**Real Estate Appraisal** **3.00 units**  
CSU

*Prerequisite: None.*

Description: 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. (Letter grade only)

**RLE-85**  
**Real Estate Economics** **3.00 units**  
CSU

*Prerequisite: None.*

Description: Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture. (Letter grade only)

**RLE-86**  
**Escrow Procedures I** **3.00 units**  
CSU

*Prerequisite: None.*

Description: Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture. (Letter grade only)

**RLE-200**  
**Real Estate Work Exp** **1.00 - 4.00 units**  
CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## RUSSIAN (RUS)

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**RUS-1**  
**Russian 1** **5.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. Includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

**RUS-2**  
**Russian 2** **5.00 units**  
UC, CSU

*Prerequisite: RUS-1*

Description: 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. Includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-3**  
**Russian 3** **5.00 units**  
UC, CSU

*Prerequisite: RUS-2*

Description: 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. Includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-11**  
**Russian Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to Russia's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## SENIOR CITIZEN EDUCATION (SCE)

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**SCE-804**  
**Engaging Topics for Lifelong Learners** **0 units**  
*Prerequisite: None.*

Description: Engaging Topics for Lifelong Learners will provide in-depth discussions and exploration of current issues using various forms of media such as books, biographies, film, theatre, music, national and local news, and social media. The focus is to provide opportunities for intellectual curiosity, enhancing communication and listening skills while engaging in enriching dialogue. 12-54 hours lecture. (Pass/No Pass or No Grade option)

**SCE-809**  
**Computer Basics for Lifelong Learners** **0 units**  
*Prerequisite: None.*

Description: Computer basics for lifelong learners will provide a basic understanding of home computing that covers terminology, components, basic MS Windows functions, accessory programs, simple word processing, email, and spreadsheet programs as well as skills to access and utilize the internet. 12-54 hours lecture (Pass/No Pass or No Grade option)

**SCE-811**  
**Drawing and Painting for Lifelong Learners** **0 units**  
*Prerequisite: None.*

Description: Drawing and painting for lifelong learners is a potpourri of drawing, illustration, painting, mixed media, and basic design components. The focus of the content may assist in the development and/or enhancement of mental acuity, fine motor skills, with a range of activities from creative interpretation of subjects from life, landscape, imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history, and methods of conserving and displaying completed works. No prior experience with drawing is required. 12-54 hours lecture. (Students will provide their own materials and supplies.) (Pass/No Pass or No Grade option)

**SCE-813**  
**Healthy Aging for Lifelong Learners** **0 units**  
*Prerequisite: None.*

Description: Healthy Aging for Lifelong Learners provides practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention, and application of principles focusing on maintaining good health. 12-54 hours of lecture. (Pass/No Pass or No Grade option)

**SCE-830**  
**Mature Driver Improvement for Lifelong Learners** **0 units**  
*Prerequisite: None.*

*Limitation on enrollment: Students must possess a valid California Driver's License and , Be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate of Completion.*  
 Description: Mature Driver Improvement for Lifelong Learners is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. (Pass/No Pass or No Grade option)

## SOCIOLOGY (SOC)

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**SOC-1**  
**Introduction to Sociology** **3.00 units**  
 (C-ID: SOCI 110) UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or qualifying placement.*

Description: An introduction to the basic concepts relating to the study of society. Includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture. (Letter grade only)

**SOC-1H****Honors Introduction to Sociology**  
(C-ID:SOCI 110)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or qualifying placement**Limitation on enrollment: Enrollment in the RCCD Honors Program.*

Description: An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture. (Letter grade only)

**SOC-2****American Social Problems**  
(C-ID:SOCI 115)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Identification and analysis of major social issues confronting contemporary 21st century America; emphasizing, among other topics, urban and rural transformations, family life, race and ethnic relations, gender, sexual orientation, criminal and delinquent behavior. 54 hours lecture. (Letter Grade only.)

**SOC-3****Social Inequality****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: This course introduces students to the extent of inequality in its various forms in American society, the consequences of inequality for individual life chances and for society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture. (Letter grade only)

**SOC-10****Race And Ethnic Relations**  
(C-ID:SOCI 150)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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 ethnics, religious minorities, American-Indians, African-Americans, Hispanic-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 U.S. and other societies are closely examined. Students may not receive credit for both SOC-10 and 10H. 54 hours lecture. (Letter grade only)

**SOC-10H****Honors Race and Ethnic Relations**  
(C-ID:SOCI 150)**3.00 units**  
UC, CSU*Prerequisite: None**Limitation on Enrollment: Acceptance in the Honors Program.*

Description: 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 ethnics, religious minorities, American-Indians, African-Americans, Hispanic-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 U.S. and other societies are closely examined. This 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 SOC-10 and 10H. 54 hours lecture. (Letter grade only)

**SOC-12****Marriage and Family Relations**  
(C-ID:SOCI 130)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: SOC-1.*

Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture. (Letter grade only)

**SOC-15****Introduction to Women's Studies**  
(C-ID:SJS120)**3.00 units**  
UC, CSU*Prerequisite: None*

Description: An introduction to the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, dis/ability, age, religion, and other systems of difference. 54 hours lecture. (Letter grade only)

**SOC-20****Introduction to Criminology**  
(C-ID:SOCI 160)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An introduction to the fundamentals of Criminology; including surveys of the theories of crime, statistical procedures and research methodology, types of crime, 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. (Letter grade only)

**SOC-21**  
**Introduction to Deviance** **3.00 units**  
 CSU

*Prerequisite: None*

Description: Examination of deviance and social control in contemporary society, using the sociological perspective. Focuses on the social processes involved in the construction of deviance, and its functions and impacts on individuals and society. Covers topics that may include: deviance as an agent of social change; interpersonal and family violence; mental disorders; deviant sexuality; drug and alcohol use; and property, white-collar, and organized crime. 54 hours lecture. (Letter grade only)

**SOC-23**  
**Special Studies in Culture** **1.00 unit**  
 CSU

*Prerequisite: None*

Description: This course is designed to introduce students to the scientific study of the elements of society by comparing American society with other societies and cultures. There will be a focus on developing a sociological imagination by comparing and contrasting distinctly different cultures by examining their values, norms, and behaviors during an RCC study abroad program. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SOC-25**  
**Introduction to the Sociology of Sex and Gender** **3.00 units**  
 (C-ID:SOCI 140) UC, CSU

*Prerequisite: None.*

Description: The social scientific study of sex and gender as it applies to human group behavior and social structures. Both a macro and micro level of analysis will be used to examine the effects of sex and gender in, but not limited to, the family, economic structures, politics, education, legal systems, and religion. 54 hours lecture. (Letter grade only)

**SOC-47**  
**Special Topics in Sociology** **3.00 units**  
 CSU

*Prerequisite: None*

Description: Opportunity to focus on specialized topics and/or areas of Sociology. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter grade only)

**SOC-48**  
**Statistics for the Behavioral Sciences** **3.00 units**  
 (C-ID:MATH 110;SOC125) UC, CSU

*Prerequisite: MAT-35, MAT-37 or MAT-42 or qualifying placement level.*

Description: Introduction to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture. (Letter grade only)

**SOC-50**  
**Introduction to Social Research Methods** **3.00 units**  
 (C-ID: SOCI 120) UC, CSU

*Prerequisite: SOC-1.*

Description: Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture. (Letter grade only)

## SPANISH (SPA)

**SPA-1**  
**Spanish 1** **5.00 units**  
 (C-ID:SPAN 100) UC, CSU

*Prerequisite: None*

*Advisory: Completion of placement test to assess level of proficiency in Spanish.*

Description: 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 receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2**  
**Spanish 2** **5.00 units**  
 (C-ID:SPAN 110) UC, CSU

*Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent*

Description: 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. Includes an 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3**  
**Spanish 3** **5.00 units**  
 (C-ID:SPAN 200) UC, CSU

*Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test or the equivalent*

Description: 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3N**  
**Spanish for Spanish Speakers** **5.00 units**  
 (C-ID:SPAN 220) UC, CSU

*Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test, the equivalent or*

Description: 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. (TBA option)(Letter Grade, or Pass/No Pass option.)

**SPA-4**  
**Spanish 4** **5.00 units**  
(C-ID:SPAN 210) UC, CSU

*Prerequisite: SPA-3 or SPA-3N, qualifying placement level on the Spanish assessment test or the equivalent*

Description: 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. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**SPA-8**  
**Intermediate Conversation** **3.00 units**  
UC, CSU

*Prerequisite: SPA-2 or SPA-2H or SPA-3 or SPA-3N or SPA-4*  
Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-11**  
**Spanish Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to Spain's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**SPA-12**  
**Latin American Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-51**  
**Intro Listening Comp I** **2.00 units**

*Prerequisite: None.*

Description: Development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis on acquisition of strategies for coping with imperfect comprehension. Includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. May be taken independently or as a supplement to Spanish 1, 2, and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option)

## THEATER ARTS (THE)

**THE-2**  
**Play Practicum-Special Projects Laboratory I** **1.00 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Acting and production skills desirable based on a successful audition*

Description: 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 additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**THE-3**  
**Introduction to the Theater** **3.00 units**  
(C-ID:THTR 111) UC, CSU

*Prerequisite: None.*

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture. (Letter grade only)

**THE-4**  
**Play Practicum-Special Projects Lab II** **2.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Acting and production skills desirable based on a successful audition.*

Description: 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. (Letter grade only)

**THE-5****Theater Practicum**  
(C-ID:THTR 191)**3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on Enrollment (e.g. Performance tryout or audition): Acting and production skills desirable based on a successful audition.*

Description: 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. (Letter grade only)

**THE-6****Advanced Theater Practicum****3.00 units**  
UC, CSU*Prerequisite: THE-5.*

Description: 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 students an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. (Letter grade only)

**THE-9****Dramatic Literature-Script Analysis**  
(C-ID: THTR114)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture. (Letter grade only)

**THE-25****Makeup for the Stage**  
(C-ID:THTR 175)**3.00 units**  
UC, CSU*Prerequisite: None*

Description: 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 108 hours laboratory. (Letter grade only)

**THE-26****Directing for the Stage****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: THE-32 or THE-33 or THE-37*

Description: An introduction to the role of the director in modern theatrical production. A study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**THE-29****Musical Theater Appreciation****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors, and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture. (Letter grade only)

**THE-30****Voice and Movement for the Stage****2.00 units**  
UC, CSU*Prerequisite: None*

Description: Theory, principles and techniques of voices 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. (Letter grade only)

**THE-32****Acting Fundamentals - Theater Games and Exercises**  
(C-ID:THTR 151)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. (Letter grade only)

**THE-33****Scene Acting-Creating a Role**  
(C-ID:THTR 152)**3.00 units**  
UC, CSU*Prerequisite: THE-32.*

Description: 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 actors body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory. (Letter grade only)



<p><b>THE-34</b> <b>Scene Study in Various Theatrical Styles</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: THE-32.</i> Description: 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 actors artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-39</b> <b>Acting for the Camera</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: THE-32.</i> Description: Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>
<p><b>THE-35</b> <b>Classical Acting with Emphasis in Shakespearean Verse</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: THE-32.</i> Description: Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actors 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. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-41</b> <b>Elementary Stagecraft</b> <b>3.00 units</b> (C-ID:THTR 171) UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: Concurrent enrollment in THE-2 or THE-4 or THE-5 or THE-6.</i> Description: 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. (Letter grade only)</p>
<p><b>THE-36</b> <b>Improvisational Acting</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: THE-32</i> Description: Advanced principles and techniques of improvisational acting designed to increase creativity, problem solve 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. (Letter grade only)</p>	<p><b>THE-44</b> <b>Theatrical Set Design</b> <b>3.00 units</b> (C-ID:THTR 172) UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: THE-5 or THE-6 or THE-41</i> Description: The study of the principles, techniques, and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials, and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting, and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>
<p><b>THE-37</b> <b>Musical Theater Techniques</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting</i> Description: 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. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-46</b> <b>Theatrical Costume Design</b> <b>3.00 units</b> (C-ID:THTR 174) UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: ART-17 or ART-40A.</i> Description: The study of the principles, techniques, and practices of theatrical costume design for stage, television, and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry, and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>
<p><b>THE-38</b> <b>Auditioning for the Stage</b> <b>1.00 unit</b> UCSU</p> <p><i>Prerequisite: None</i> Description: Principles and techniques of the various performance methods and styles involved in auditioning for the stage the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory. (Letter grade only)</p>	

**THE-48****Theatrical Lighting Design**  
(C-ID:THTR 173)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: THE-5 or THE-6 or ART-23.*

Description: The study and implementation of the principles, techniques, and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**THE-49****Scenic Painting for the Theater****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: THE-41 or ART-17 or ART-26.*

Description: The study of the principles, techniques, and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops, and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-54****Introduction to Stage Management****3.00 units**  
UC, CSU*Prerequisite: None.**Corequisite: THE-5 or THE-6.*

Description: A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations, and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture. (Letter grade only)

**THE-55****Beginning Musical Theatre I****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before first class meeting.*

Description: An introductory exploration of Beginning Musical Theatre Techniques with an emphasis on contemporary musical theatre from 1964 to present day. Individual exercises in acting, movement and voice as related to contemporary musical theatre are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-56****Beginning Musical Theatre II****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: THE-55**Limitation on enrollment: Audition on or before first class meeting.*

Description: Beginning Musical Theatre II is a continuation of Beginning Musical Theatre Techniques with emphasis on the applications of stylistic techniques for musical theatre ranging from 1895 to 1964. Individual exercises in acting, movement and voice as related to Early Broadway, Jazz Age, Golden Age, and Sondheim are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-57****Intermediate Musical Theatre I****3.00 units**  
UC, CSU*Prerequisite: None .**Advisory: THE-56**Limitation on enrollment: Audition on or before first class meeting.*

Description: An in-depth study of Intermediate Musical Theatre Techniques with emphasis on the applications of the Pop/Rock genre of musical theatre performance. Individual exercises in acting, movement and voice as related to pop/rock in the 50's, 60's, 70's, 80's, Contemporary Pop/Rock, Country, Bluegrass, and Hip Hop genres are explored. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-58****Intermediate Musical Theatre II****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: THE-57**Limitation on enrollment: Audition on or before first class meeting.*

Description: A continuation of Intermediate Musical Theatre Techniques with emphasis on script analysis and the business of musical theatre. Emphasis on scene study, callback technique, resume, headshot, demo reel, and website development are utilized. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-200****Theatre Arts Work Exp****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## WELDING TECHNOLOGY (WEL)

**WEL-20****Blueprint Reading for Welders****2.00 units**  
CSU*Prerequisite: None.*

Description: An introductory course in the study of welding and fabrication blueprints and their interpretation of line types, symbols, abbreviations, and integral parts, the course is designed for students interested in blueprint reading for the welding and fabrication trades. 36 hours of lecture. (Letter grade only)

**WEL-22****Plate and Structural Layout****2.00 units**  
CSU*Prerequisite: WEL-65A.*

Description: This is a course designed to develop the necessary skills and structural fabrication techniques on real or simulated metal construction projects. Emphasis will be on the safe operation of fabricating equipment as applied to structural steel components. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**WEL-24****Pipe Fitting for the Trades****2.00 units**  
CSU*Prerequisite: None.*

Description: Pipe fitting for the commercial and industrial pipe trades. Items used in basic pipe fitting and the methods used to fit pipe in commercial/industrial applications. Welded, threaded, and bolted connections used in the piping trades will be covered. 36 hours lecture. (Letter grade only)

**WEL-26****Pipe Layout****2.00 units**  
CSU*Prerequisite: WEL-65A or WEL-75A and WEL-24*

Description: Practical techniques of pipe layout, terminology, use of layout tools, fittings, offset tie-ins, and rolled offset tie-in of parallel pipelines. Techniques which cover layout of calculated fittings involving pipelines of unequal sizes and compound offset tie-in fittings will be covered. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**WEL-65A****Basic Metal Arc Weld****3.00 units**  
CSU*Prerequisite: None.*

Description: 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. (Letter grade only)

**WEL-65B****Advanced Shielded Metal Arc Welding****3.00 units**  
CSU*Prerequisite: WEL-65A.*

Description: 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. (Letter grade only)

**WEL-75A****Gas Metal Arc Welding****3.00 units**  
CSU*Prerequisite: None.*

Description: A course in Gas Metal Arc Welding (GMAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-75B****Flux Cored Arc Welding (FCAW)****3.00 units**  
CSU*Prerequisite: WEL-75A.*

Description: A course in Flux Cored Arc Welding (FCAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-85A****American Welding Society/Los Angeles City Welding I** **3.00 units***Prerequisite: WEL-65B or WEL-75B.*

Description: This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the student's knowledge in code related subject matter as it pertains to the scope, design, prequalification, and qualification as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-85B**

**American Welding Society/Los Angeles City Welding II** 3.00 units

*Prerequisite:* WEL-65B or WEL-75B.

Description: This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the student's knowledge in code related subject matter as it pertains to the fabrication, inspection, stud welding, strengthening and repairing of existing structures as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-95A**

**Introduction to Gas Tungsten Arc Welding** 3.00 units  
CSU

*Prerequisite:* None.

Description: Introduction to the theory, practical application and joining techniques used in Gas Tungsten Arc Welding (TIG) processes. Emphasis is placed on welding and joining of plate materials 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-95B**

**Advanced Gas Tungsten Arc Welding (GTAW)** 3.00 units  
CSU

*Prerequisite:* WEL-95A.

Description: Advanced theory, practical application and joining techniques used in Gas Tungsten Arc Welding. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-115A**

**Smaw/Gmaw Pipe Welding Fundamentals** 3.00 units  
CSU

*Prerequisite:* WEL-65A and WEL-75A.

Description: This advanced welding course is designed to utilize previously acquired welding skills and techniques on ferrous pipe in the rotated and fixed positions. Emphasis is placed on the welding of open groove pipe joints using the Shielded Metal Arc Welding (SMAW) and the Gas Metal Arc Welding (GMAW) processes. (Letter grade only)

**WEL-200**

**Welding Work Experience** 1.00 - 4.00 units  
CSU

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## WORK EXPERIENCE (WKX)

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**WKX-200**

**General Work Experience** 1.00 - 4.00 units  
CSU

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

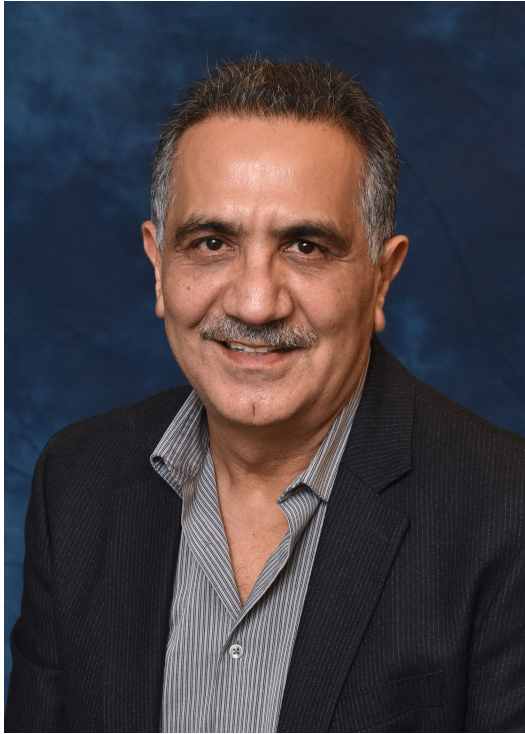
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass)

# FACULTY AND ADMINISTRATION



## DISTINGUISHED FACULTY LECTURE

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**60th Distinguished Faculty Lecturer  
Dariush Haghghat, Ph.D.  
Professor, Political Science  
Advisor, Model United Nations  
Riverside City College**

Each year the Academic Senate selects a faculty member to present the Distinguished Faculty Lecture. The faculty lecture began in 1961 and is the highest honor faculty can bestow a colleague. Dariush Haghghat, Ph.D., professor, Political Science and advisor to the Model United Nations, was selected to present the 60th Distinguished Faculty Lecture.

His presentation, *Iran and America: A Troubled Past, A Turbulent Present; How Immigrants Caught in the Middle Offer Promising Contributions for the Path Forward*, explored migrant lives in the United States who have been impacted by America's foreign policy.

"Growing up in Iran, I never planned - or even imagined - that I would permanently migrate to the United States, establish my professional career and my Iranian-American family," Haghghat said. "Yet, here I am on the verge of wrapping up one of the most memorable and rewarding academic careers at RCCD, all the while cherishing my three children who were born and raised in the United States.

"The America I imagined growing up in Iran proved to be vastly different from the country and the people with whom I ended up spending my entire adult life. The transition, which proved to be anything but smooth or easy, was nevertheless made possible due to higher education and cultural exchanges."

Haghghat provided a critical analysis of America's foreign policy towards the Middle East, in general, as well as his native land, Iran. In his lecture, he shared first-hand accounts of the impact of the turbulent relationship between the two countries that he loves and calls home, as well as cultural and political perspectives from the inhabitants of those countries regarding one another.

"Throughout the lecture I attempted to explore the role that institutions of higher education, such as our own beloved Riverside City College, play in the experiences of those immigrants directly impacted by American Foreign policy," he said. "Under our current administration, the United States is on the verge of a major political, socio-economic, and potentially destructive conflict in the Middle East. It will be up to educators and institutions of higher education to step into the limelight and lead the way towards common sense, sanity and constructive resolutions to some of the most difficult challenges that politicians on both sides have thrown at their people."

He added, he hoped his faculty lecture could provide an educated understanding of the plight of the millions of people who are directly impacted by American and Middle Eastern policies towards one another, as well as the role of educators, and especially the educated immigrants who are caught in the middle of the turbulent relationship between Iran and the United States, in presenting a more intelligent, constructive and rational alternative to the one presented to us by political pundits on both sides.

## FACULTY

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### **Abbate, Nicole**

*Associate Professor, Counseling*

B.A., California State University, Chico. M.S.W., California State University, Stanislaus.

At Riverside Community College District since 2011.

### **Acharya, Surekha**

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B.A., M.A., Osmania University, India. M.A., California State University, Fullerton. Ph.D., University of California, Riverside.

At Riverside Community College District since 1991.

### **Ahumada, Juan**

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B.A., M.A., San Diego State University.

At Riverside Community College District since 2019.

### **Al Jord, Huda**

*Associate Professor, Arabic*

B.A., M.A., Damascus University.

At Riverside Community College District since 2005.

### **Alanis, Isabel**

*Associate Professor, Counseling*

B.A., University of California, Riverside. M.A., Loyola Marymount University.

At Riverside Community College District since 2016.

### **Alcantar, Angelina**

*Instructor, Automotive Technology*

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At Riverside Community College District since 2018.

### **Alexander, Sharon**

*Associate Professor, Nursing*

A.S., Riverside Community College. B.S.N., M.S.N., California State University, Dominguez Hills.

At Riverside Community College District since 2007.

### **Amaya, Jennifer**

*Associate Professor, Music*

B.M., California State University, Fullerton. M.M., California State University, Los Angeles.

At Riverside Community College District since 2017.

### **Amidon, Tucker**

*Associate Professor, English*

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### **Anderson, Kimberly**

*Professor, Nursing*

B.S.N., Baylor University. M.S.N. and F.N.P., University of California at Los Angeles. DNP, Western University of Health Services.

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### **Andres, Jan**

*Associate Professor, English & Media Studies*

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At Riverside Community College District since 2014.

### **Arguelles, Jr., Rudolph (Rudy)**

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At Riverside Community College District since 2005.

### **Arias, Adriana**

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At Riverside Community College District since 2020.

### **Avalos, David**

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B.V.E., California State University, Sacramento, CA. M.S. Hospitality Management & Tourism, Florida International University.

At Riverside Community College District since 2004.

### **Avila, Patricia**

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At Riverside Community College District since 1997.

### **Bair, Asatar**

*Associate Professor, Economics*

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At Riverside Community College District from 2001-2004 and since 2016.

### **Baradaran, Robert**

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### **Barnes, Micheal E.**

*Associate Professor, Counseling*

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At Riverside Community College District since 1981.

**Berber, Alicia***Associate Professor, Kinesiology*

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At Riverside Community College District since 2016.

**Berry, John (Skip)***Associate Professor, Computer Information Systems*

B.S., California Baptist University. M.S., Western Governors University.

At Riverside Community College District since 2016.

**Bettencourt, Madeline***Associate Professor, Cosmetology*

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At Riverside Community College District since 2015.

**Bhavsar, Kinnari***Assistant Professor, Business Administration*

B.S., University of California, Riverside. M.B.A., Pepperdine University.

At Riverside Community College District since 2019.

**Black, Michelle***Assistant Professor, Mathematics*

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At Riverside Community College District since 2018.

**Bonzoumet, Nikki P.***Associate Professor, Kinesiology*

A.S., Riverside Community College. B.G.S., Northern Arizona University. M.S., California State University, San Bernardino.

M.S., Azusa Pacific University.

At Riverside Community College District since 2001.

**Borses, Daniel***Associate Professor, History*

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At Riverside Community College District since 2016.

**Boshara, Joseph (Jay)***Associate Professor, Geography*

B.S., B.A. &amp; M.A., Ohio University.

At Riverside Community College District since 2016.

**Bottoms, Megan***Associate Professor/Coordinator, Student Activities*

B.A., Marian University. M.Ed., University of Louisville. Ed.D. Indiana University.

At Riverside Community College District since 2017.

**Brabant, Matthew***Instructor, Commercial Photography*

B.A., California State University, Fullerton.

At Riverside Community College District since 2021.

**Braiman, Linda***Associate Professor, Library Services*

B.S., University of California at Riverside. M.L.S., University of California Los Angeles.

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**Brautigam, Brian***Associate Professor, DSPS Counseling*

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**Brautigam, Kelly***Associate Professor, Counseling*

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**Brooks, Kathryn S.***Associate Professor, Biology and Health Science*

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**Brown, Amanda***Associate Professor, Mathematics*

B.A., M.A., Utah State University.

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**Brown, Deborah***Assistant Professor, History*

B.A., Stanford University. M.A., Brown University. M.A., University of California, Los Angeles.

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**Brown, Jami***Professor, Sociology*

B.A., M.A., California State University, Dominguez Hills.

Ph.D., University of California, Riverside.

At Riverside Community College District since 2005.

**Brown, Leslie***Gallery Director/Associate Professor, Art*

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**Brown, Scott A.***Professor, Counseling/Learning Disabilities*

B.A., University of California, Riverside. M.A., California State University, Fullerton. Ed.D., University of California, Los Angeles.

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**Brown, Timothy***Professor, Reading*

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**Brown-Drinkwater, Ellen***Associate Professor, Counseling*

B.A., Saint Mary's College, Notre Dame, Indiana. M.A., California State University, San Bernardino.

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**Burchett, Gregory E.***Professor, Biology*

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**Calderón, Araceli***Assistant Professor, Spanish*

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**Cazares, Deborah A.***Professor, Early Childhood Education*

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**Cerwin-Bates, Stacey***Associate Professor, Reading*

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**Cheney, James R.***Associate Professor, Physics*

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**Chenoweth, Rita P.***Professor, Dance*

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**Chiek, Veasna***Associate Professor, Mathematics*

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**Clark, Parissa***Assistant Professor, Political Science*

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**Contreras, Ruben***Assistant Professor, Spanish*

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**Curtis, Peter***Professor, Music*

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**Daddona, Michelle***Associate Professor, Kinesiology*

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**de Leon, Jairo***Assistant Professor, Counseling*

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**Dean, Chancellor***Assistant Professor, Theater Arts*

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**Delgadillo, Guadalupe***Assistant Professor, Counseling*

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**Denson, Tommie***Associate Professor, Mathematics*

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**Dillon, Andrea***Assistant Professor, Biology*

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**Dominguez, Brandon***Assistant Professor, Nursing*

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**Ducat, James***Associate Professor, English*

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**Eini, Daniel***Automotive Technology Instructor*

Certification, Auto Technology, Chaffey College.

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**Elton, William (Jim)***Professor, Kinesiology*

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**Farrar, Carol***Professor, Psychology*

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**Fehn, Mary***Assistant Professor, Nursing (CNA)*

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**Finrock, Douglas***Associate Professor, Kinesiology*

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**Flores, Jennifer***Associate Professor, Counseling*

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**Forlenza, Gerard A. Jr.***Associate Professor, History*

B.A., Columbia University. M.A., Ph.D., Claremont Graduate University.  
At Riverside Community College District since 2001.

**Foster, Donald***Professor, Music*

B.M. & M.M., University of Southern California.  
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**Frazier, Rosa***Assistant Professor, Dance*

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At Riverside Community College District since 2020.

**Gabriel, Richard***Assistant Professor, Culinary Arts*

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At Riverside Community College District since 2011.

**Galusky, Preston***Associate Professor, Anatomy/Physiology*

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**Garcia, Steven***Associate Professor, English*

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At Riverside Community College District since 1992.

**Gavrilov, Ginka***Associate Professor, Mathematics*

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**Gerdes, Kirsten***Associate Professor, Philosophy & Humanities*

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At Riverside Community College District since 2017.

**Gibbons-Anderson, Joan***Professor, Communication Studies*

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At Riverside Community College District since 2000.

**Gilbert, Alexandria***Assistant Professor, English*

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At Riverside Community College District since 2020.

**Greathouse, Laura***Associate Professor, Anthropology*

B.A., The University of Akron. M.A., Ph.D., State University New York at Binghamton.

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**Weeks, Gina***Associate Professor, Nursing*

A.S.N., Riverside Community College. B.S.N., M.S.N-ED,  
University of Phoenix.  
At Riverside Community College District since 2012.

**Westbrook, Peter***Assistant Professor, Career and Technical Education,  
Cosmetology*

A.A., Instructor Credentials Riverside Community College.  
At Riverside Community College District since 2000.

**Weston, Aubrey***Assistant Professor, Accounting*

B.A., M.S.A., California State University, San Bernardino.  
At Riverside Community College District since 2020.

**White, Lawrence (Justin)***Assistant Professor, Business Administration, Management*

B.S., Northern Illinois University. MBA, California State  
University, Long Beach. Ph.D., Oklahoma State University.  
At Riverside Community College District since 2020.

**White, Virginia***Professor, Biology*

B.S., Wake Forest University. Ph.D., University of California,  
Riverside.  
At Riverside Community College District since 2005.

**Whitton, Jude***Associate Professor, Communications Studies*

M.A., California State University, Fullerton.  
At Riverside Community College District since 2014.

**Wiggs, Micherri**

*Associate Professor, Communication Studies*

A.S., Riverside Community College. B.A., California State University, San Bernardino. M.A., California State University, Los Angeles.

At Riverside Community College District since 2005.

**Wilcoxson, Don (Ajéné)**

*Professor, Business Administration*

A.A., Riverside Community College. B.A., California State University, San Bernardino. M.B.A., California Baptist University. D.Min., New York Theological Seminary.

At Riverside Community College District since 1998.

**Williams, Christopher**

*Assistant Professor, Counseling*

B.A., California State University, San Bernardino. M.S., University of La Verne.

At Riverside Community College District since 2019.

**Williams, Kweku Afrim Agyapon**

*Assistant Professor, Anthropology*

B.A., State University of New York at Albany. M.A., Northern Illinois University.

At Riverside Community College District since 2018.

**Williamson, Jarrod**

*Associate Professor, Chemistry*

B.S., California State University, Fresno. M.S., Ph.D., University of California, Los Angeles.

At Riverside Community College District since 2008.

**Wolpoff, Marc**

*Professor, Psychology*

B.A., American Jewish University. M.A., Ph.D., University of California, Riverside.

At Riverside Community College District since 2009.

**Wong, Chau (Jason)**

*Associate Professor, Mathematics*

M.S., Ph.D., University of California, Riverside.

At Riverside Community College District since 2011.

**Wright, Lucretia**

*Assistant Professor, Communication Studies*

B.A., M.A., California State University, Long Beach.

At Riverside Community College District since 2019.

**Ygloria, Alexander**

*Associate Professor, Counseling (DSPS)*

B.S., University of California, Riverside. M.A., California State University, San Bernardino.

At Riverside Community College District since 2009.

**Ygloria, Vivian**

*Assistant Professor, Counseling*

B.A., University of California, Santa Barbara. M.A., California State University, San Bernardino.

At Riverside Community College District since 2020.

**Yount, Gwendolyn**

*Professor, Spanish*

A.A., Los Angeles Community College. B.A., M.A., University of California, Los Angeles.

At Riverside Community College District since 1990.

## COLLEGE ADMINISTRATION

---

### **Adkins, John**

*Dean of Instruction, Fine and Performing Arts*  
B.F.A., Northern Illinois University, M.F.A., Studio Art,  
Memphis College of Art.  
At Riverside Community College District since 2019.

### **Aldasoro, Andy**

*Interim Manager, Grounds & Facilities Utilization*  
At Riverside City College since 2010.

### **Alfattal, Eyad**

*Director, Center for International Students & Programs*  
Ed.D., Educational Leadership, California State University,  
San Bernardino.  
At Riverside Community College District since 2019.

### **Anderson, Gregory**

*President*  
Ed.D., Education, University of Southern California.  
At Riverside Community College District since 2019.

### **Beebe, Robert**

*Director, Facilities, Maintenance & Operations*  
B.A., Communications, California State University, Fullerton.  
At Riverside Community College District since 2018.

### **Blair, Scott**

*Dean of Instruction, STEM/Kinesiology*  
B.S., Natural & Agricultural Sciences Physics, University of  
California, Riverside. M.S., Physics, University of California,  
Riverside.  
At Riverside Community College District since 1994.

### **Campbell, Matthew**

*Manager, Custodial*  
A.A., Riverside City College.  
At Riverside Community College District since 2021.

### **Carter, FeRita**

*Vice President, Student Services*  
B.S. Industrial Engineering, Georgia Institute of Technology.  
M.P.A., Public Administration, Auburn University at  
Montgomery. Ph.D., Public Policy & Administration,  
Mississippi State University.  
At Riverside Community College District since 2016.

### **Craft, Thomas**

*Director, Football Operations/Head Football Coach*  
M.A., Education: PE, Azusa Pacific University.  
At Riverside Community College District since 2010.

### **Cruz-Soto, Thomas**

*Dean, Student Services*  
B.A., History, Muhlenberg College. M.A., Higher Education,  
Rowan University. Ed.D., Educational Leadership, Rowan  
University.  
At Riverside Community College District since 2018.

### **DellaValle, Nicholas**

*Director, Sports Information*  
B.A., California Lutheran University. M.B.A., Marketing,  
University of Redlands.  
At Riverside Community College District since 2017.

### **Di Memmo, Kristine**

*Vice President, Planning & Development*  
B.A., Administration Management, California State University,  
San Bernardino. M.B.A., Business Administration, University  
of Phoenix. Ed.D., Organizational Leadership, Brandman  
University.  
At Riverside Community College District since 2016.

### **Diaz, Jose**

*Director, TRiO Programs*  
M.S., Counseling & Guidance, California State University, San  
Bernardino.  
At Riverside Community College District since 2013.

### **Evelyn, Brandon**

*Assistant Manager, Custodial*  
At Riverside Community College District since 2013.

### **Fazio, Cynthia**

*Health Services Supervisor, Health Services*  
A.S., Registered Nursing, Saddleback College. B.S., Nursing,  
Western Governors University.  
At Riverside Community College District since 2014.

### **Grayson, Adrienne**

*Associate Dean, Educational Partnerships*  
B.A., English, University of California, Irvine. M.A.,  
Educational Counseling, Azusa Pacific University. Ed.D.,  
Educational Leadership, San Diego State University.  
At Riverside Community College District since 2021.

### **Hilton, Elizabeth**

*Director, Student Financial Services*  
M.A., Organizational Leadership, Chapman University.  
At Riverside Community College District since 2002.

### **Kleveno, Robert**

*Sergeant, RCCD Safety & Police*  
B.A., Criminal Justice, Upper Iowa University.  
At Riverside Community College District since 1999.

### **Lopez, Juan**

*Supervisor, Administrative Support Center*  
B.A., Business Administration, California State Polytechnic  
University, Pomona. M.B.A., Business Administration,  
University of Redlands.  
At Riverside Community College District since 2006.

### **Lusk, Cecilia**

*Project Director, Student Support Services*  
M.S., Counseling & Guidance, California State University, San  
Bernardino.  
At Riverside Community College District since 2016.

**Manges, William***Manager, Technology Support Services*

B.S., Administration: Information Management, California State University, San Bernardino.

At Riverside Community College District since 1992.

**Martin Thornton, Renee***Director, Health Services*

M.B.A., Healthcare Management, M.S., Nursing, Ph.D., Higher Education Administration, University of Phoenix.

At Riverside Community College District since 2016.

**McEwen, Wendy***Dean, Institutional Effectiveness*

B.S., Civil Engineering, United States Air Force Academy. M.A., Management, University of Redlands.

At Riverside Community College District since 2014.

**Miller, Regina***Assistant Director, Admissions and Records*

A.S., Math &amp; Science, A.A., Administration and Information Systems, Riverside City College. B.A., Administration, Cal State University, San Bernardino.

At Riverside Community College District since 2014.

**Moore, Inez***Director, Academic Support*

B.S., Human Development, Howard University. M.Ed., Educational Administration, Howard University. Ph.D., Educational Psychology, Howard University.

At Riverside Community College District since 2017.

**Ortega, Whitney***Director, Foster and Kinship Care Education Program*

B.S., Psychology, Wayne State College. M.A., Psychology, Chapman University.

At Riverside Community College District since 2006.

**Owashi, Brandon***Director, Institutional Research*

M.S., Fisheries Science, Oregon State University.

At Riverside Community College District since 2017.

**Quigley, Thea***Associate Dean, Career & Technical Education*

B.A., Cinema Television, University of Southern California. M.P.A., Public Administration, University of Southern California.

At Riverside Community College District since 2017.

**Quintero, Eduardo***Supervisor, Warehouse*

At Riverside Community College District since 2004.

**Rivera, Gabriel***Director, Technology Support Services*

A.S., Computer Network Engineering, B.S. Computer Network Management, Westwood College.

At Riverside Community College District since 2020.

**Toni Rangel***Manager, Early Childhood Education*

B.S., University of LaVerne; M.S., University of LaVerne; Ed.D., Brandman University.

At Riverside Community College District since 2013.

**Rankin, Mary***Supervisor, Mental Health Services*

B.A., Point Loma Nazarene University; M.A.M.F.T., D.M.F.T., Alliant International University.

At Riverside Community College District since 2021.

**Ruzak, Cheryl***Director, Food Services*

A.S., Hotel Restaurant Management, B.S., Hotel Restaurant/Institution Management, Johnson &amp; Wales University. M.B.A., Business Administration, Johnson &amp; Wales University.

At Riverside Community College District since 2009.

**Shipp, Daniel***Parking Supervisor, Safety & Police*

At Riverside Community College District since 2017.

**Starr, Pamela J.***Director, Disability Resource Center*

B.A., Criminal Justice, M.A., Rehabilitation Counseling, San Diego State University. Ph.D., Special Education, University of Connecticut.

At Riverside Community College District since 2020.

**Steranka, Krystin***Assistant Director, Facilities, Maintenance and Operations*

B.A., Global Studies, University of California, Riverside.

At Riverside Community College District since 2020.

**Taack, John***Maintenance, ManagerFacilities Office*

At Riverside Community College District since 2013.

**Tatum, Elizabeth***Director, Business Services*

M.A., Management, University of Redlands.

At Riverside Community College District since 2019.

**Tijerina, Delia***Supervisor, Outreach Services*

B.A., Psychology, M.S. Education, California State University, Fullerton.

At Riverside Community College District since 2016.

**Teufel, Kyla***Dean, Enrollment Services*

M.Ed., Foundations in Behavior Analysis, University of Cincinnati.

At Riverside Community College District since 2017.

**Valentine, Sylvia***Administrative Supervisor, Safety & Police*

A.S., Riverside City College. B.A. California Baptist University. M.B.A., Brandman University.  
At Riverside Community College District since 2016.

**Valenzuela, Luz***Assistant Director, Financial Services*

B.A., Liberal Studies - Bilingual/Cross Cultural, California State University, San Bernardino.  
At Riverside Community College District since 2001.

**Vant Hul, Tammy***Dean of Instruction, School of Nursing*

A.S., Nursing, Riverside City College. B.S., Nursing, Loma Linda University. M.S., Nursing, University of California, Los Angeles. Ph.D., Nursing, Nova Southeastern University.  
At Riverside Community College District since 2002.

**Weiss, Rachel***Dean, Grants Development and Administration*

B.A., Psychology, University of Colorado. M.A., Psychology, Claremont Graduate University. Ph.D., Psychology, Claremont Graduate University.  
At Riverside Community College District since 2019.

**Welker, Terry***Administrative Manager, Library/Learning Resources*

A.S., Riverside City College. B.A., Administration/Management, Cal State University, San Bernardino. M.A., Management, University of Redlands.  
At Riverside Community College District since 1997.

**West, Raymond (Chip)***Vice President, Business Services*

B.A., Physical Education (Special), George Mason University. M.A., University of Arizona. Ph.D., Education, Claremont Graduate University.  
At Riverside Community College District since 2016.

**Williams, Payton***Director, Athletics*

B.S., Sociology, California State University, Fresno. J.D., University of Minnesota Law School.  
At Riverside Community College District since 2021

**Wilson, John***Interim Apprenticeship Director, Career & Technical Education*

B.A., Business Administration, Flagler College.  
At Riverside Community College District since 2020.

**Woods, Kristi***Dean of Instruction, Languages, Humanities & Social Sciences*

B.A., Broadcast Journalism, University of Southern California. M.A., History, Ph.D., History University of Southern California.  
At Riverside Community College District since 1997.

**Wright, Lynn M.***Vice President, Academic Affairs*

B.A., Humanities (English minor), California State University, Northridge; MA., English, Ph.D, English, University of Southern California.  
At Riverside Community College District since 2021.

**Yates, Sharon***Interim Dean of Instruction, Career and Technical Education*

B.S., Health Sciences, Brigham Young University. M.A., Education: Elementary Education, California State University, Long Beach. Ed.D., Organizational Leadership, Brandman University.  
At Riverside Community College District since 2000.

# RIVERSIDE COMMUNITY COLLEGE DISTRICT





## **MORENO VALLEY COLLEGE PHONE LISTING**

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Moreno Valley College  
16130 Lasselie Street  
Moreno Valley, CA 92551-2045  
(951) 571-6100  
[www.mvc.edu](http://www.mvc.edu)

Academic Affairs : 571-6351  
Academic Departments:  
Academic Support: 571-6309  
Business, and Information Technology Systems : 571-6284  
Communications, English, and World Languages : 571-6325  
Health, Human, and Public Services: 571-6284  
Humanities, Education, Social and Behavioral Sciences:  
571-6134  
Natural Sciences and Kinesiology : 571-6125  
Public Safety Education and Training: 571-6300  
STEM Mathematics : 571-6125  
STEM Natural Sciences: 571-6284  
Academic Counseling and Educational Services (ACES):  
571-6275  
Academic Support: 571-6383  
Admissions: 571-6101  
Assessment and Placement Testing: 571-6427  
Ben Clark Training Center: 571-6300  
Bookstore : 571-6107  
Business Services: 571-6342  
Career and Transfer Center: 571-6205  
College Police: 571-6190  
Counseling : 571-6104  
Dean of Grants and Business Services: 571-6928  
Dean of Grants and Equity Initiatives: 571-6939  
Dean of Institutional Effectiveness: 571-6146  
Dean of Instruction, Communications and Liberal Arts:  
571-6163  
Dean of Instruction, STEM & CTE : 571-6947  
Dean of Public Safety Education and Training: 571-6320  
Dean of Student Services : 571-6335  
Dean of Student Services (Counseling)  
Dental Assisting Program: 571-6433  
Dental Hygiene Program: 571-6431  
Disabled Student Services: 571-6138  
Early Childhood Education Center: 571-6214  
Emergency Medical Services (EMS) (Academic Program):  
571-6395  
Employment Placement : 571-6414  
Extended Opportunity Programs and Services: 571-6253  
Facilities Office: 571-6256  
Fire Technology : 571-6197  
Foster Youth Support Services: 571-6110  
Health Services & Psychological Services: 571-6103  
Helpdesk: 222-8338  
Honors Center: 571-6948  
Institutional Research and Assessment: 571-6303  
Law Enforcement Programs: 571-6316  
Learning Center : 571-6944  
Library: 571-6356

Mailroom: 571-6145  
Middle College High School : 571-6463  
Outreach: 571-6273  
Police Dispatch: 222-8171  
President's Office : 571-6161  
Puente Program: 571-6240  
STEM Counseling: 571-6363  
Student Activities: 571-6105  
Student Government: 571-6268  
Student Employment: 571-6252  
Student Services Upward Bound Math and Science: 571-6382  
Student Financial Services: 571-6139  
Technology Support Services: 571-6200  
Title V Office: 571-6260  
Tutorial Services: 571-6167  
Veterans Services : 571-6247  
Workforce Preparation : 571-6154  
Writing and Reading Center: 571-6128

## **NORCO COLLEGE PHONE LISTING**

---

Norco College  
2001 Third Street  
Norco, CA 92860-2600  
(951) 372-7000  
[www.norcocollege.edu](http://www.norcocollege.edu)

Academic Departments  
Art, Humanities and World Languages: 372-7076  
Business & Management: 738-7777  
Career & Technical Education: 738-7777  
Communications: 372-7067  
Engineering: 738-7777  
Information Technologies: 738-7777  
Mathematics: 372-7079  
Science and Kinesiology: 372-7079  
Social and Behavioral Sciences: 372-7076  
Admissions & Records: 372-7003  
Associated Student: 372-7007  
Athletics : 372-7021  
Bookstore : 372-7085  
CalWORKs: 372-7052  
Career Center : 372-7147  
College Police: 372-7088  
24-Hour Dispatch Center : 222-8171  
College Receptionist: 372-7044  
Counseling : 372-7101  
Dean of Instruction: Arts&Humanities/Social&Behavioral:  
372-7062  
Dean of Instruction: Business & Management/STEM: 372-7017  
Dean of Instruction: Career and Technical Education : 372-7017  
Dean of Student Services : 372-7081  
Disability Resource Center: 372-7070  
Engagement Center: 372-7176  
Extended Opportunity Programs and Services: 372-7128  
Health Services: 372-7046  
Honors Program: 739-7101  
Learning Resource Center (LRC): 739-7896

Library: 372-7019  
 Outreach: 739-7856  
 Parking : 739-7895  
 Prison Partnership Program : 372-7124  
 Puente Program: 372-7033  
 STEM: 739-7803  
 Student Activities: 372-7007  
 Student Employment: 372-7190  
 Student Financial Services: 372-7009  
 Student Life/Student Conduct: 372-7021  
 Student Support Services : 372-7163  
 Transfer Center: 372-7043  
 Tutorial Services (Mustang Tutoring): 372-7896  
 Umoja: 738-7707  
 Upward Bound Programs: 738-7721  
 Veterans Resource Center: 372-7142

## **RIVERSIDE CITY COLLEGE PHONE LISTING**

Riverside City College  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000  
[www.rcc.edu](http://www.rcc.edu)

Academic Affairs: 222-8053  
 Academic Departments:  
 Applied Technology: 222-8491  
 Art: 222-8339  
 Behavioral Sciences: 222-8540  
 Business and Info Tech Services: 222-8551  
 Chemistry: 222-8533  
 Communication Studies: 328-3755  
 Cosmetology: 222-8491  
 Counseling: 328-3755  
 Early Childhood Education: 222-8551  
 Economics, Geography, Political Science: 328-8540  
 English & Media Studies: 222-8519  
 History, Humanities, Philosophy: 222-8450  
 Kinesiology: 222-8421  
 Library and Learning Resources: 328-3755  
 Life Sciences: 222-8533  
 Math: 222-8533  
 Performing Arts: 222-8339  
 Physical Science: 222-8533  
 School of Nursing: 222-8405  
 World Languages: 222-8519  
 Admissions & Records: 222-8600  
 Art Gallery: 222-8358  
 Bookstore: 222-8140  
 CalWORKs: 222-8964  
 College Police 24-Hour Dispatch: 222-8171  
 College Police Parking Services: 222-8520  
 Counseling: 222-8440  
 Disability Resource Center: 222-8060  
 Diversity and Equity Compliance: 328-3874  
 Division Deans  
 Career and Technical Education: 222-8131

Fine and Performing Arts: 222-8399  
 Languages, Humanities & Social Sciences: 222-8057  
 Math, Science & Kinesiology: 222-8729  
 Nursing: 222-8818  
 Extended Opportunity Programs and Services (EOPS):  
 222-8045  
 Foster and Kinship Care Education: 222-8937  
 Foster Youth Support Services: 222-8251  
 Gateway College and Career Academy: 222-8934  
 Human Resources: 222-8595  
 International Student Center: 222-8160  
 Math Learning Center: 222-8000 Ext. 4100  
 Outreach: 222-8574  
 Performance Riverside: 222-8100  
 Student Activities: 222-8570  
 Student Financial Services: 222-8710  
 Student Health and Psychological Services: 222-8151  
 Student Success: 328-3881  
 Transcript Office: 222-8603  
 Transfer Center: 222-8446  
 Tutorial: 222-8169  
 Veterans Office: 222-8607  
 Welcome Center: 222-8574  
 Writing and Reading Center: 222-8632

## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

---

### OFFICE OF THE CHANCELLOR

**Wolde-Ab Isaac, Ph.D.**  
*Chancellor*

Vacant  
*General Counsel & Chief of Staff*

### OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

**Jeannie Kim, Ph.D.**  
*Interim Vice Chancellor,  
Educational Services and Strategic Planning*

Torria Davis, Ph.D.  
*Interim Dean, Distance Education*

Tracy Fisher, Ph.D.  
*Director, Center for Social Justice and Civil Liberties*

**Lijuan Zhai, Ph.D.**  
*Associate Vice Chancellor, Educational Services and Institutional Effectiveness*

Raj Bajaj  
*Dean, Educational Services*

David Torres  
*Dean, Institutional Research and  
Strategic Planning*

Linda Ju-Ong  
*Interim Executive Director,  
Adult Education and  
Community Initiatives*

Christopher Dech  
*Project Director,  
Foster Youth Support Network*

**Christopher Blackmore**  
*Associate Vice Chancellor, Information Technology and Learning Services*

Darren Dong  
*Director, Web Applications*

Susanne Ma  
*Director,  
Information Technology Infrastructure & Systems*

Scott Tracy  
*Director, Administrative Applications*

### DISTRICT CURRICULUM COMMITTEE

Kelly Douglass  
Committee Chair  
Riverside City Curriculum Chair

Brian Johnson  
Committee Member  
Norco Curriculum Chair

Ann Pfeifle  
Committee Member  
Moreno Valley Curriculum Chair

Steven Schmidt  
Committee Member (non-voting)  
Technical Review Committee Chair

**OFFICE OF THE VICE CHANCELLOR,  
BUSINESS AND FINANCIAL SERVICES**

**Aaron S. Brown**

*Vice Chancellor, Business and Financial Services*

Vacant  
*Director, Business Services*

Robert Rodriguez  
*Director, Administrative  
Services Center*

John Geraghty  
*Controller*

Beiwei Tu  
*Director, Risk Management*

**Hussain Agah**

*Associate Vice Chancellor, Facilities Planning & Development*

Bart Doering  
*Director, Facilities Development*

Mehran Mohtasham  
*Director, Capital Planning*

Vacant  
*Chief of Police*

David Purser  
*Sergeant, MVC Safety and Police*

Jim Rossum, Jr.  
*Sergeant, Norco College Safety and Police*

Robert Kleveno  
*Sergeant, RCC Safety and Police*

**OFFICE OF THE VICE CHANCELLOR,  
INSTITUTIONAL ADVANCEMENT AND ECONOMIC DEVELOPMENT**

**Rebecca Goldware**

*Vice Chancellor, Institutional Advancement and Economic Development*

Launa Wilson  
*Executive Director, District Foundation*

Chris Clarke  
*Executive Director, External Relations and Strategic Communications*

Laurie McQuay-Peninger  
*Executive Director, Grants & Sponsored Programs*

Julie Pehkonen  
*Executive Director, Inland Empire/  
Desert Regional Consortium*

Debra Mustain  
*Interim Executive Director, Economic  
Development & Entrepreneurship*

**OFFICE OF THE VICE CHANCELLOR,  
HUMAN RESOURCES AND EMPLOYEE RELATIONS**

**Tammy Few**

*Vice Chancellor, Human Resources and Employee Relations*

Vacant  
*Director, Human Resources and Employee Relations*

Lorraine Jones  
*District Compliance Officer*

## MISSION STATEMENT

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The Riverside Community College District through its three colleges—Moreno Valley College, Norco College, and Riverside City College supported by the District Office—serves and enriches its diverse communities by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The district strives to impact the social and economic mobility of its students by ensuring access, success, and equity for everyone who wishes to take advantage of the educational opportunities offered by the colleges.

## RCCD VISION AND VALUES

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

### Vision

The Riverside Community College District offers educational opportunities that promote social and economic mobility for its students and demonstrates leadership in the region and the state by providing high quality instructional programs and by advancing social justice for all.

### Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

**Inclusiveness:** The district embraces diversity in all its forms and endeavors to create a fair and equitable climate for its students and workforce.

**Excellence:** The district maintains high standards in teaching, learning, and services.

**Innovation:** The district responds to the changing needs of its communities by continuous improvement and creative solutions.

**Collegiality:** The district respects the unique views of each individual and encourages civility, discussion of ideas, and collaboration.

**Stewardship:** The district maintains public trust by responsible management of its resources and by open and honest reporting of its decision-making processes.

**Heritage:** The district respects and builds on the rich traditions of education, innovation, and service to its communities.

## STRATEGIC THEMES AND GOALS 2019-24

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### Student Access

The District will ensure all students have equitable access to the colleges' courses, programs, and services.

Objective 1.1: Increase overall enrollment headcount by at least 3% per year (unduplicated headcount, FTES).

Objective 1.2: Increase number (headcount) of high school students in dual enrollment by at least 500 annually over five years.

Objective 1.3: Increase capture rates from feeder high schools by at least 5% annually.

Objective 1.4: Increase percent of students eligible for financial aid who receive aid by at least 2% per year.

Objective 1.5: Increase use of technology to improve course scheduling to support student pathways. (Target: Increase number of students using EduNav, student planning and registration system, by at least 10,000 per year.)

### Student Success

The District will provide clear pathways and support for achieving certificates, degrees, and transfer.

Objective 2.1: Increase number of AA/AS awards by at least 15% annually.

Objective 2.2: Increase number of certificates completed by at least 15% annually.

Objective 2.3: Increase transfer to four-year universities by at least 15% per year.

Objective 2.4: Increase percent of CTE students employed in their field of study by at least 3% annually.

Objective 2.5: Increase percent of CTE graduates with a livable wage by at least 2% annually.

Objective 2.6: Reduce time for degree completion for part-time students from 6 to 3-4 years and reduce time for degree completion for full-time students from 6 to 2-3 years.

Objective 2.7: Reduce number of units for degrees to not exceed 15% above required number of units (reduce by 3 units per year).

Objective 2.8: Increase number of full-time students (12 units per semester, 24 units per year) by at least 10% per year.

Objective 2.9: Increase number of students who complete both transfer-level math and English in first year by at least 20% annually.

### Equity

The district will work with community, workforce, and education partners to reduce and eliminate equity gaps.

Objective 3.1: Decrease equity gaps by 40% in 5 years and eliminate within 10 years.

Objective 3.2: Increase RCCD's workforce diversity to better reflect communities served.

### **Institutional Effectiveness**

The district identifies, measures and reports on student and institutional outcomes to demonstrate the advancement of the district's mission and goals.

Objective 4.1: Provide the framework and tools for monitoring, assessing, and evaluating progress on goals.

Objective 4.2: Increase efficiency by reducing time for processes such as recruitment, purchasing, conflict resolution, and decision-making.

Objective 4.3: Implement accountability, transparency, and evidence based communication practices to improve student success and completion.

Objective 4.4: Ensure that all processes and outcomes are aligned with the district's mission and goals and governance structures.

Objective 4.5: Attain a district-level efficiency of 595 (WSCH/FTEF).

### **Resource Generation and Allocation**

The District will acquire, manage, and deploy resources--including human, facilities, technology, and financial--to support District goals and advancement.

Objective 5.1: Efficiently manage existing resources to support the ongoing academic and student support programs.

Objective 5.2: Develop a Budget Allocation Model (BAM) grounded on principles of equity, transparency, and fairness.

Objective 5.3: Develop a sustainable and healthy fiscal model.

Objective 5.4: Strategically develop external revenue sources to maximize the funding available to support student learning and success. (Target: 30% of overall budget will be from external revenue sources.)

Objective 5.5: Practice strategic enrollment management that integrates financial planning with student need and achievement.

Objective 5.6: Invest in state-of-the-art technologies to enhance programs, services, and operations.

Objective 5.7: Provide a healthy and safe environment for students, faculty, and staff.

Objective 5.8: Human Resources and Employee Relations Strategic Plan covering recruitment, retention, personnel development, and succession planning.

Objective 5.9: Streamline planning and design of facilities to comply with principles of total cost of ownership.

### **Partnerships & Communication**

The District will position its image and reputation as a leading academic institution in the region by actively pursuing, developing, and sustaining collaborative partnerships with educational institutions, civic organizations, and businesses.

Objective 6.1: Establish and expand relationships with regional educational institutions.

Objective 6.2: Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations.

Objective 6.3: Collaborate with elected officials to develop and secure additional resources that enhance educational programs and student support services.

Objective 6.4: Through the RCCD Foundation, the district will engage in effective fundraising and capital campaigns that enhance educational programs and student support services.

## **HISTORY AND DEVELOPMENT**

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The Riverside Community College District has served communities in Riverside County and the Inland Empire for over a century. Founded in 1916 in response to a general petition of the electors, the initial cohort of 100 students were enrolled in college courses held in classrooms on the Riverside Polytechnic High School campus.

Over time, the number of students grew and course offerings expanded. On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system.

Construction started on a new campus in 1964 after the board of trustees approved the purchase of a second site in the Sierra area of the City 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 District by the Robert P. Warmington Company; and then in 1989, 20 more acres were added to that site. The Norco and Moreno Valley campuses, opened in March 1991. Enrollment on these additional campuses grew rapidly and both were granted initial accreditation as distinct colleges in January 2010.

The Riverside Community College District is now composed of Riverside City College, Norco College and Moreno Valley College. These colleges serve the residents and students of the Alford, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School districts and the Val Verde School District. In 2020, more than 60,000 students attended one of the three colleges in Riverside Community College District.

## DISTRICT MEMBERSHIPS

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The three colleges of Riverside Community College District hold memberships 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 Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

## INSTITUTIONAL ADVANCEMENT AND ECONOMIC DEVELOPMENT

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The division of Institutional Advancement & Economic Development supports the mission and vision of the Riverside Community College District by providing services that promote the positive impact the District and its colleges have on the social, educational and economic development of the communities served by the District. This is accomplished by expanding awareness of, advocacy for and engagement with RCCD and its colleges.

Departments within this division are responsible for supporting and encouraging external resource development through philanthropic giving to the RCCD Foundation; public grant development; technical support of entrepreneurship, internship and apprenticeship opportunities, and customized training programs for the workforce of local and regional businesses; creation and advocacy of the District's annual legislative program; and the promotion of District news, events, and public activities in support of the students, faculty, staff and administration of RCCD.

College departments are also assisted, as needed, with enrollment-development marketing; providing public relations support; securing traditional and online advertising contracts; the creative development of marketing campaigns; and generally publicizing college programs through District print and online publications.

## ACADEMIC YEAR

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

## RCCD FOUNDATION

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The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

**Mission Statement.** The RCCD Foundation raises and manages private donations to support the students, programs, and faculty of the RCCD Colleges – Moreno Valley College, Norco College, and Riverside City College.

**Scholarships.** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly \$500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City Colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

## DISTANCE EDUCATION

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The mission of RCCD Distance Education is to support the social and economic mobility of its students by ensuring access, success, and equity for everyone through the efficient, effective, accountable, and transparent use of distance education resources. This is accomplished in part by supporting student access to online courses through Canvas, making learning possible anytime from anywhere. Students are encouraged to have reliable internet access and electronic technology beyond a mobile device. Canvas student support and other resources can be accessed following the student link on the Distance Education website.

Distance Education courses are academically equivalent to their oncampus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions. They are available in the following formats:

- Online Course Modality Online (ONLN) – no scheduled meeting days: Online classes are distance education classes with no scheduled meeting days. Students will log in to Canvas and complete work regularly throughout the

week. Canvas and other technologies will be required to complete coursework.

- Regular Meeting (REG MEET) – Specific days/times: Distance education classes with regular weekly meeting(s) during scheduled days and times. Students will attend class online during the published course times. Additionally, students will log in to Canvas and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.
- Occasional Meeting (OCC MEET) - Specific days/times: Distance education classes with occasional meetings during scheduled days and times. Students will occasionally attend class online during the published course times. Additionally, students will log in to Canvas and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.
- Hybrid (HYB) - Hybrid classes are distance education courses combined with on-campus face to face classes that will meet on required scheduled meetings days and times unless the college is ordered to discontinue face to face classes. If face to face courses are discontinued, and the course cannot be completed through distance education, it will be canceled. Canvas and other technologies will be required to complete coursework.

Some certificate programs can be completed fully online. For further information, students should consult a counselor. Students should also review their Student Educational Plan with a counselor before taking any class to be sure it meets their academic and educational goals.

## **RESERVE OFFICER TRAINING CORPS**

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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 AND AIR FORCE ROTC PROGRAMS**

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### **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, University of California, Riverside, and California Baptist University. 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 Michael

Lee, Recruiting Operations Officer at Claremont McKenna College at (909) 437-6099 or [mlee@cmc.edu](mailto:mlee@cmc.edu) or visit <https://armyrotc.ucr.edu/>.

### **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 and United States Space 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. Additionally, there are Physical Fitness and medical requirements. 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 and California State University-San Bernardino. **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/](http://www.usc.edu/afrotc/) for USC, or (909) 537-5440 or visit [www.csusb.edu/afrotc](http://www.csusb.edu/afrotc) for CSUSB. 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) 594-5550; and California State University, San Bernardino (909) 537-5440.

## **SPECIAL SUPPORT SERVICES**

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### **Disabled Student Services**

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more please contact the DSP&S Office on your college campus.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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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, 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, and degree and awards received.

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 at RCCD may go to the Student Services office 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 disclose 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.rccd.edu/Pages/FERPA.aspx](http://www.rccd.edu/Pages/FERPA.aspx) 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 3300 for furnishing copies of any education record. Students should submit to the Admissions & 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 records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, 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 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D. It is the responsibility of the student to update WebAdvisor to advise the Admissions & Records Office of any change in address or telephone number. Change of information forms are also available from Admissions & Records at any of the district colleges.

## **GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES**

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Board Policy 2100

AP 2100

Education Code Section 70902(b)(3);

Title 5 Sections 55060, 55063-55064, and 53200(b)

The Colleges grant the degrees of Associate in Arts, Associate in Science, and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement and participate in a graduation ceremony upon successful completion of a minimum of 16 or more semester units of

degree-applicable coursework designed as a pattern of learning experiences to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate in Arts or Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree.

Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the College's catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs and non-credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

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## **INSTRUCTIONAL MATERIALS FEE**

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Board Policy 3031

AP 3031

Education Code Section 76365, 79121, and 81458;

Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this "open door" policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms

of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these procedures in each College catalog.

### Definitions

“Required instructional materials” means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

“Solely or exclusively available from the District” means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District’s actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

“Required instructional and other materials which are of continuing value outside of the classroom setting” are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

#### I. Announcement of Fees

All course material fees shall be printed in the class schedule and available on the District’s web-site. Courses with fees will be properly flagged on materials used in the Office of Admissions & Records. A fee statement, including the amounts of the fees, will be included in the college catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

#### II. Collection of Fees

Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

#### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes

which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

#### IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

#### V. Permissive Fees

Instructors may plan enrichment activities (field trips, etc.) for which an additional fee will be charged during the semester. Such activities, however, will not be required of students.

#### VI. Fee Structure

The fee structure will be based on current and anticipated expenditures for required instructional and other materials which are of continuing value outside of the classroom setting. The District Office of Educational Services will periodically review these fees and should a revision be necessary, inform the Colleges of any proposed changes.

#### VII. Reporting

When required, the District shall make reports to the State Chancellor’s Office concerning instructional materials used in its Colleges.

#### VIII. Procedure For Requesting Fees

Each Department/Discipline will make their request for instructional material fees to the Office of the Associate Vice Chancellor of Educational Services. Each request will state the intended usage of the materials, the rationale for the need for the materials, the way(s) in which the material relates to the student learning outcomes for the course, the continued value of the material outside the classroom, and comparable cost to students if the materials were purchased commercially. The individual departments, disciplines, and/or faculty member(s) will be responsible for obtaining the necessary materials.

NOTE: These procedures do not pertain to fees for materials, supplies or instruments required as part of acceptance into a program offered in the District, such as cosmetology, nursing, physician assistant, culinary, etc. Those program fees are handled by each individual program. However, some courses within the programs may have materials fees associated with that course and are required as part of registration in the course. In that instance, these procedures would apply.

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## COURSE REPETITION

Board Policy 2225

AP 2225

References:

Title 5 Sections 55040-55046, 55253 and 56029  
Education Code Section 76224

Students may repeat both Non-Repeatable and Repeatable courses that are current courses within the district, according to Administrative Procedures 2225, 2225[A], 2225[B] and 2225[C].

Courses may be repeated after a significant lapse of time, which is defined as no less than 36 months since the most recent grade was obtained.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. The most recent grade earned shall be used to compute the GPA.

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
  - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
  - b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.
  - c. A "Request for Course Repetition"\* is required for any exceptions to "B" above.
2. The student's previous grade is, at least in part, the result of extenuating circumstances.
  - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. \*
3. There has been a lapse of time (at least 36 months) since the student previously took the course. (See Administrative Procedure 4228)
  - a. The course outline of record has been officially changed and demonstrates significant curricular changes.\*
  - b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify

or document that there has been a significant change as noted necessitating course repetition.

4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029. The District policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.
  5. Repetition of courses where substandard work has not been recorded shall be 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. Students may be required to provide documentation that the course repetition is legally mandated. 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.
- B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in Title 5 section 55000, in physical education, visual arts or performing arts that are related in content, as defined in Title 5 section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in Title 5 section 55045.
- C. The following conditions apply:
1. When course repetition occurs at RCCD, the permanent academic records will be 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. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
  2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
  3. Procedures for course repetition shall be listed in the current official college catalogs.
  4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
  5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5, 55045, justify such repetition.

\*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

See also Administrative Procedure 2225[A] titled – Repeatable Courses, Administrative Procedure 2225[B] titled Course Repetition - Significant Lapse of Time and Administrative Procedure 2225[C] titled, Course Repetition -Variable Units.

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### **Course Repetition - Significant Time Lapse**

AP 2225[B]

Title 5, Section 55000, 55040 and 55043

Students may be permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program;  
**OR**
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in Title 5 section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, as set forth in Title 5 section 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the district.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted

toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

A Request for Course Repetition is required and can be obtained in the College Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: <https://www.rccd.edu/bot/Pages/policies.aspx>.)

### **Course Repetition - Variable Units**

AP 2225[C]

Reference: Title 5, Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, unless the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of Title 5, sections 55041 and 58161.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training;  
**OR**
- The course is a special class for students with disabilities which needs to be repeated (Title 5, section 56029);  
**OR**
- Repetition of the course is justified by extenuating circumstances (Title 5, section 55045);  
**OR**
- The student wishes to repeat the course to alleviate substandard work, (Title 5, section 55042).

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: <https://www.rccd.edu/bot/Pages/policies.aspx>.)

## **REPEATABLE COURSES**

AP 2225[A]

Reference: Title 5, Sections 55000, 55040-55043, 55253 and 56029

Students may repeat courses in which a “C” or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

1. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four semester enrollments.
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 repeated to alleviate the substandard grade with the most recent 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.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. Students may be asked to provide evidence that these courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in Title 5 section 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in Title 5 section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student’s grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in Title 5, section 55253.

After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple

times, the student may be required to register for the course, in person, at the Admissions & Records office of any campus.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: <https://www.rccd.edu/bot/Pages/policies.aspx>.)

## **COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES**

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Board Policy 6100 Commitment to Diversity

Board Policy 6410 Nondiscrimination

Board Policy 6430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at <https://www.rccd.edu/bot/Pages/policies.aspx> or by calling (951) 222-8039.

### **Commitment to Diversity**

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

### **Nondiscrimination**

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others’: ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

### **Prohibition of Harassment and Retaliation**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and the District will not tolerate harassment. The District is committed to providing an academic and work environment

that respects the dignity of individuals and groups. The District shall be free of unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability,

medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

### **Filing a Complaint**

This is a summary of your right to file an informal or formal complaint of discrimination or harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP6410 and BP/AP6430, and AP6435 for the complete District procedure.

### **Informal/Formal Complaint Procedures**

- 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 or harassment.
- 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 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 RCCD Human Resources and Employee Relations 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 of 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 can be made verbally or in writing and must allege 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 responsible employee.
- 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:  
Human Resources and Employee Relations Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)  
*or with the:*  
Office for Civil Rights of the U.S. Department of Education (OCR) for non-employment based complaints  
*or with the:*  
U.S. Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) for complaints alleging discrimination in employment.

### **What Happens When a Formal Complaint is Filed**

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a summary of the investigative report to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

### **Complaint'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 Administrative Determination. 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:

### **All Appeals Must Be In Writing**

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within thirty (30) 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:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45)

calendar days, in which case 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 the complainant and respondent.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date of the District's notice of final decision. The appeal must include copies of the complaint, the decision of the District's Board of Trustees, and the notice of final decision.

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

(These are the policies and/or procedures at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### **Comprometidos A La Diversidad**

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socioeconómico. Apoyamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

### **No Discriminacion**

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibido, o asociado con: Identificación de grupo étnico, origen nacional, religión, edad, género, identidad de género, expresión de género, raza o etnia, color, información genética, ascendencia, sexo orientación, discapacidad física o mental, embarazo o cualquier característica enumerada o definido en la Sección 11135 del Código de Gobierno o cualquier

característica que esté contenida en la prohibición de delitos de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal Código.

### **Prohibición De Acoso Y Represalias**

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y el Distrito no tolerara acosos. El Distrito está comprometido a proveer



un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito será libre de acoso ilegal, incluido el que se basa en cualquiera de los siguientes estados: raza, credo religioso, color, nacionalidad, ascendencia, discapacidad física, discapacidad mental, condición médica, información genética, estado civil, sexo, género, identidad de género, expresión de género, edad, orientación sexual o condición de militar y veterano, o porque él / ella / ellos se percibe que tiene una o más de las características anteriores.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del salón de clase, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política. Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

### Presentar Una Queja

Este es un resumen del derecho que usted tiene al presentar una queja formal de discriminación o de acoso. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 6410 y BP/AP 6430, y AP 6435 para el procedimiento completo 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 (mire la parte posterior para 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 que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en

Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al 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.

- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Recursos Humanos Y Relaciones del Empleado de RCCD.

### El Propósito De La Resolución Informal

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente 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 afirmación de que la conducta ofensiva tendrá un fin. 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 política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

### Como Presentar Una Queja Formal

- La queja puede hacerse verbalmente o por escrito y debe alegar discriminación prohibida bajo el Título 5, Sección 59300.
- La queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como empleado responsable.
- 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 confirma discriminación en el empleo, la queja deberá ser presentada en 180 días 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 de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con el:  
Human Resources and Employee Relations Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039

[www.rccd.edu](http://www.rccd.edu)

**o con:**

La Oficina de Derechos Civiles del Departamento de Educación de Estados Unidos (OCR) para quejas no relacionadas con el empleo

**o con:**

La Comisión de Igualdad de Oportunidades en el Empleo de los Estados Unidos (EEOC) y/o el Departamento de Vivienda y Empleo Justo (DFEH) para las quejas que alegan discriminación en el empleo

**¿Qué Sucede Cuando Se Presenta Una Queja Formal?**

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

**Derechos De Apelación De La Persona Afectada**

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación 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.

**Todas Las Apelaciones Deberán Ser Hechas Por Escrito**

**Primer Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 30 días o 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 por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees  
c/o Diversity, Equity and Compliance=  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada la queja del demandante y al demandado.

**Segundo Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días de la decisión del Distrito. La queja de vera incluir copias de la decisión de los Miembros de la Junta Directiva Escolar.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

**Contact Information (Para Mayor Información Comunicarse A)**

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Department of Fair Employment and Housing (DFEH)  
Los Angeles District Office  
320 W. 4th  
Los Angeles, CA 90013  
(800) 884-1684  
TTY (800) 700-2320  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Equal Employment Opportunity Commission (EEOC)  
Los Angeles District Office  
Roybal Federal Building  
255 East Temple Street, 4th Floor  
Los Angeles, CA 90012  
(800) 669-4000  
TTY (800) 669-6820  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education Office for Civil Rights (OCR)  
50 United Nations Plaza  
San Francisco, CA 94102

(415) 486-5555  
 TDD (877) 521-2172  
[www.ed.gov](http://www.ed.gov)  
 State Chancellor's Office  
 California Community Colleges (CCCCO)  
 1102 Q Street  
 Sacramento, CA 95811-6549  
 (916) 445-8752  
[www.cccco.edu](http://www.cccco.edu)

## DISTRICT ADMINISTRATION

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### **Agah, Hussain**

*Associate Vice Chancellor, Facilities Planning & Development*  
 B.S., Baghdad University; M.S., California State University, Long Beach.  
 At Riverside Community College District since 2019.

### **Bajaj, Pankaj**

*Dean, Educational Services*  
 B.E., MIT, M.I.S., University of Missouri, St. Louis.  
 At Riverside Community College District since 2001.  
 (Academic Administrator)

### **Blackmore, Christopher**

*Associate Vice Chancellor, Information Technology & Learning Systems*  
 B.S., M.B.A., California State University, Long Beach.  
 At Riverside Community College District since 2016.

### **Brown, Aaron**

*Vice Chancellor, Business & Financial Services*  
 B.A., California State University, Fullerton; California, Certified Public Accountant. At Riverside Community College District since 1999.

### **Clarke, Christopher**

*Executive Director, External Relations and Strategic Communications - District*  
 B.A., Brigham Young University; M.A., Arizona State University.  
 At Riverside Community College District since 2020.

### **Davis, Torria**

*Interim Dean, Distance Education*  
 B.A., California State Polytechnic University, Pomona; M.A. & M.S., California Lutheran University; PhD, Claremont Graduate University.  
 At Riverside Community College District since 2020.

### **Dech, Christopher**

*Project Director, Foster Youth Support Network*  
 B.A., M.A., University of Redlands.  
 At Riverside Community College District since 2008.

### **Doering, Bart**

*Director, Facilities Development*  
 Contractors State License C-7.  
 At Riverside Community College District since 2009.

### **Dong, Darren**

*Director, Web Applications*  
 B.S., Pitzer College; M.S., University of Redlands.  
 At Riverside Community College District since 2002.

### **Few, Tammy**

*Vice Chancellor, Human Resources & Employee Relations*  
 M.A., Benedictine University; At Riverside Community College District since 2021.

### **Fisher, Tracy**

*Director, Center for Social Justice and Civil Liberties*  
 B.A., Temple University; M.A., Temple University; Ph.D., City University of New York.  
 At Riverside Community College District since 2020.

### **Geraghty, John**

*Controller*  
 B.S., California State University, Northridge.  
 At Riverside Community College District since 2019.

### **Goldware, Rebecca**

*Vice Chancellor, Institutional Advancement & Economic Development*  
 B.A., University of California, Riverside; M.B.A., University of Redlands.  
 At Riverside Community College District since 2019.

### **Isaac, Wolde-Ab**

*Chancellor*  
 B.S., Addis Abeba University; M.A., Ph.D., University of Michigan.  
 At Riverside Community College District since 2006. (Academic Administrator)

### **Jones, Lorraine**

*District Compliance Officer*  
 B.A., Millersville University of Pennsylvania; M.S.W., Howard University.  
 At Riverside Community College District since 2016.

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**RIVERSIDE CITY COLLEGE**

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The following statement is required by the California State Department of Education in compliance with  
D.V.B. Circular 20-76-84.

**Riverside City College**

Name of School

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**Gregory Anderson, Ed.D.**

President

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