

# MORENO VALLEY COLLEGE



2013-2014 Catalog

# **RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE**

**Dr. Cynthia Azari, Interim Chancellor  
Riverside Community College District**

**Dr. Sandra Mayo  
President, Moreno Valley College**

## **BOARD OF TRUSTEES**

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The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, 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 California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, 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 California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator, Ms. Chani Beeman, 450 E. Alessandro Blvd., Riverside, CA 92508. (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the Vice President of Academic Affairs or the office of Diversity, Equity and Compliance at (951) 222-8039

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## PRESIDENT'S MESSAGE

Welcome to Moreno Valley College! We are committed to the success of each student and to providing access to our outstanding higher education programs. We encourage you to explore and take advantage of the variety of learning opportunities offered here at Moreno Valley College and our Public Safety Education and Training/Ben Clark Training Center. Whether you would like to train for a new job, earn a college degree, transfer to a four-year college or university, upgrade your existing skills or explore educational opportunities, Moreno Valley College has courses and programs to meet your needs and interests.

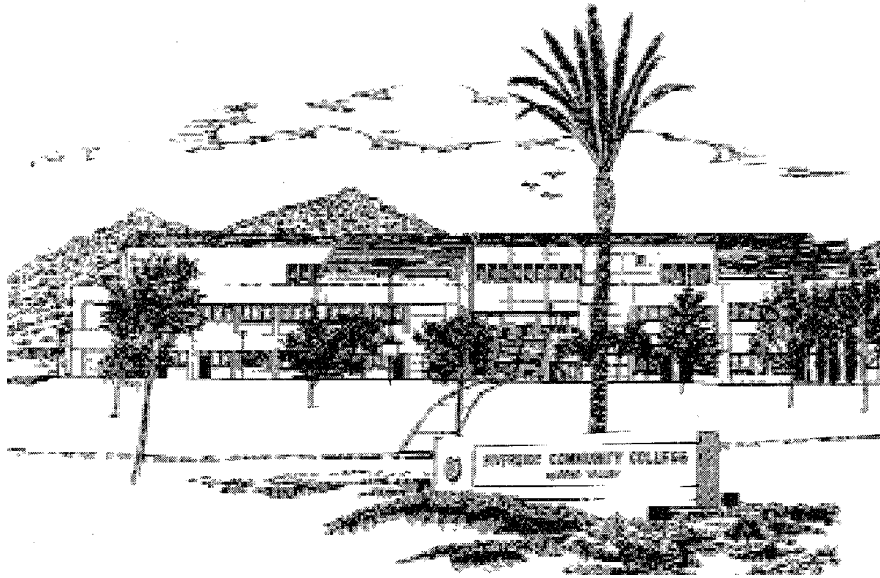


Our vast array of support services, including counseling, career planning, financial aid programs, and assistance for those with learning and/or physical disabilities, all support our students in achieving their goals. Moreno Valley College also offers on-campus child care, a health center, and many tutorial programs.

Students are our top priority at Moreno Valley College and on behalf of all faculty and staff, I wish you great success in your future education and career accomplishments.

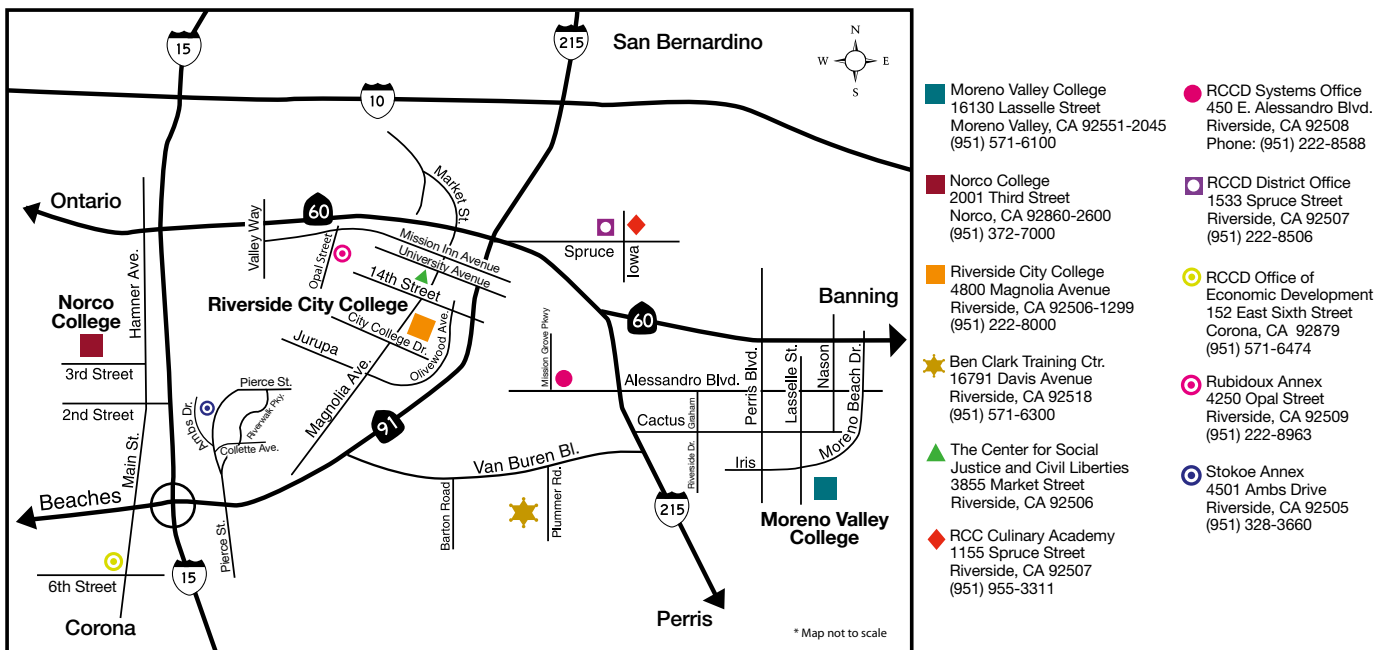
Sandra Mayo  
President



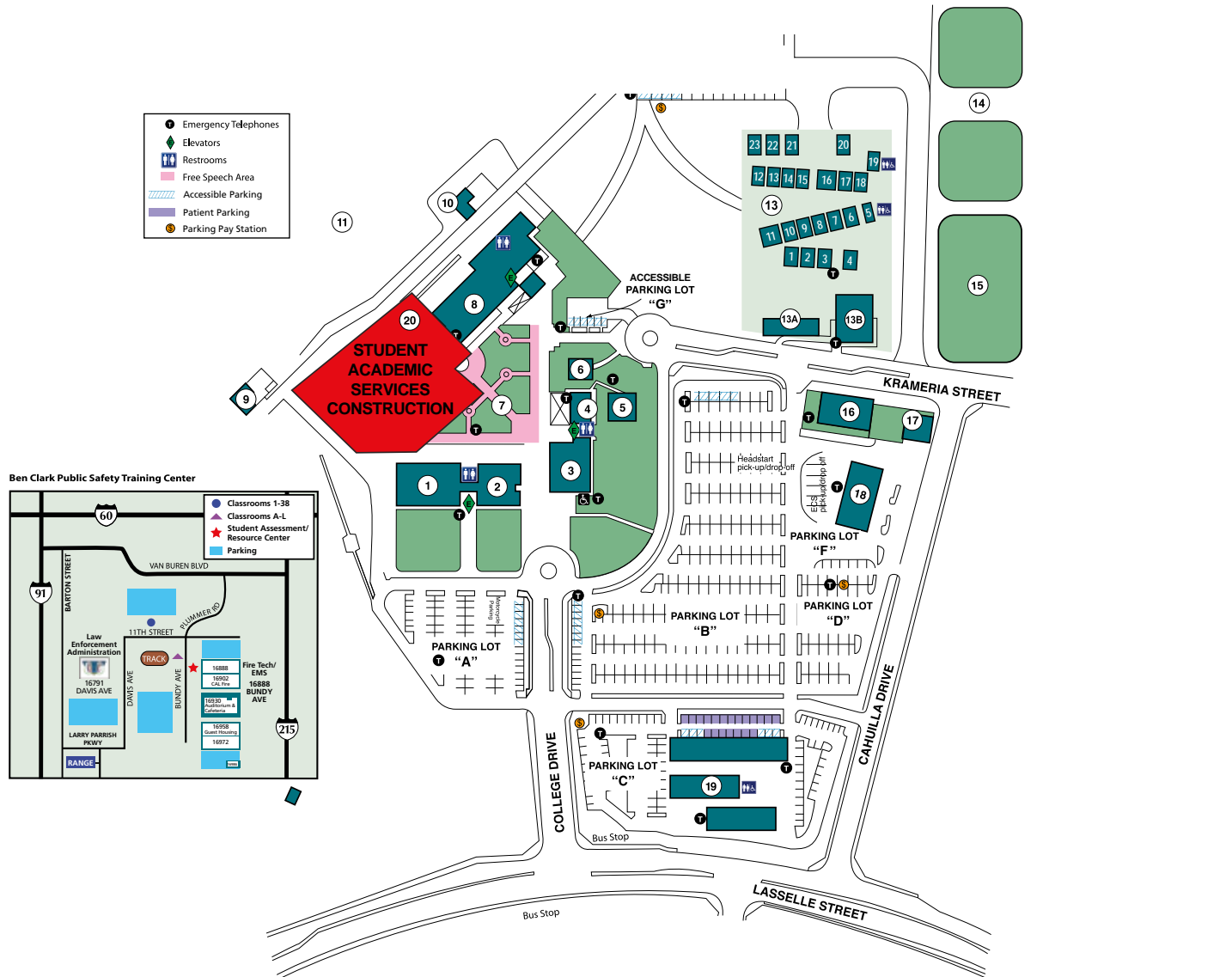


## RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

16130 Lasselle Street  
 Moreno Valley, California 92551-2045  
 (951) 571-6100  
 www.mvc.edu



# MORENO VALLEY COLLEGE



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|--|---|--|
| <p><b>1. LIBRARY</b><br/>Dean, Technology &amp; Instructional Support Services<br/>IMC Office<br/>KRCC TV, Channel 17<br/>Middle College High School Office<br/>Tutorial Services<br/>Vice President, Student Services</p> <p><b>2. STUDENT SERVICES</b><br/>Admissions<br/>Assessment Center<br/>Career and Transfer Center<br/>Counseling Services<br/>E.O.P.S./CARE<br/>Student Financial Services</p> <p><b>3. SCIENCE AND TECHNOLOGY</b><br/>Computer Lab<br/>Science Labs</p> <p><b>4. LIONS' DEN CAFE</b></p> <p><b>5. STUDENT ACTIVITIES CENTER</b><br/>ASMVC Student Government</p> <p><b>6. BOOKSTORE</b></p> <p><b>7. JOHN M. COUDURES, JR. PLAZA</b></p> | <p><b>8. HUMANITIES</b><br/>Dean of Instruction<br/>♿ Disabled Student Program and Services<br/>Academic Departments:<br/>• Mathematics, Sciences, and Kinesiology<br/>• Communications<br/>• Humanities and Social Sciences<br/>• Business and Information<br/>Technology Systems<br/>Language Lab<br/>Math Lab<br/>Workforce Prep<br/>Writing and Reading Center</p> <p><b>9. PHASE I MECHANICAL BUILDING</b></p> <p><b>10. PHASE II MECHANICAL BUILDING</b></p> <p><b>11. EDMUND C. JAEGER DESERT INSTITUTE</b></p> <p><b>12. CROSS COUNTRY TRACK</b></p> <p><b>13. PARKSIDE COMPLEX (PSC)</b><br/>1-2 Faculty Offices<br/>3-4 Classrooms<br/>5 Restrooms<br/>6 Health Services<br/>7-10 Classrooms<br/>11 Center for Professional Development</p> | <p>12 Classroom</p> <p>14B Health Sciences Student Resource Center</p> <p>15 Health Science Programs/Faculty Offices</p> <p>16-18 Classrooms</p> <p>19 Restrooms</p> <p>20 Classroom</p> <p>21 Physician Assistant Program</p> <p>22-23 Classrooms</p> <p><b>13A. PSC WAREHOUSE</b><br/>Campus Police<br/>Facilities Office<br/>Mailroom</p> <p><b>13B. PSC MULTIPURPOSE BUILDING</b></p> <p><b>14. SPORTS FIELDS</b></p> <p><b>15. COLLEGE PARK</b></p> <p><b>16. ADMINISTRATION ANNEX</b><br/>President and Vice President offices</p> <p><b>17. HEADSTART</b></p> <p><b>18. EARLY CHILDHOOD EDUCATION CENTER</b></p> <p><b>19. DENTAL EDUCATION CENTER</b></p> <p><b>20. STUDENT ACADEMIC SERVICES (Under Construction)</b></p> |
|--|---|--|

**MORENO VALLEY COLLEGE**

Dr. Sandra Mayo  
President

Dr. Robin Steinback  
Vice President, Academic Affairs

Dr. Greg R. Sandoval  
Vice President, Student Services

Mr. Norm Godin  
Vice President, Business Services

Ms. Cynthia (Cid) Tenpas  
Dean, Technology and Instructional Support Services

Mr. David Vakil  
Dean of Instruction

Ms. Eugenia Vincent  
Dean, Student Services

Ms. Maureen Chavez  
Associate Dean, Grants and College Support Programs

Vacant  
Director, Plant/Operations and Maintenance

Ms. Lisa Chavez  
Director, Student Support Services Grant

Ms. Jamie Clifton  
Director, Enrollment Services

Ms. Micki Clowney  
Director, Upward Bound Math and Science

Mr. Julio Gonzalez  
Director, Middle College/Outreach

Ms. Linda Pratt  
Director, Student Financial Services

Ms. Susan Tarcon  
Director, Health Services

Ms. Ann Yoshinaga  
Associate Dean, Public Safety Training and Education

Dr. Travis Gibbs  
President, Academic Senate

Dr. Carolyn Quin  
Chair, Curriculum Committee



# Riverside Community College District

## 2013-2014 ACADEMIC CALENDAR

June 2013						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30						

July 2013						
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August 2013						
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September 2013						
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October 2013						
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November 2013						
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December 2013						
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January 2014						
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February 2014						
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March 2014						
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30	31					

April 2014						
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27	28	29	30			

May 2014						
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June 2014						
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29	30					

- Required Day for New Faculty - August 20
- FLEX Day  
Fall: August 21, 22 & 23  
Spring: February 7
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 12)
- Classes not in Session
- Summer Session 2013  
June 17 - July 28 (6 weeks)  
Weekend Classes: June 22 - July 28
- Fall 2013  
August 26 - December 14  
Weekend Classes: August 31 - December 14
- Winter Intersession 2014  
January 6 - February 13 (6 weeks)  
Weekend Classes: January 11 - February 9
- Spring 2014  
February 18 - June 12  
Weekend Classes: February 22 - June 8
- Final Exams

For final exam schedule, please refer to the Class Schedule.

Graduation: June 12, 2014

The application deadline to walk in the Commencement Ceremony is April 1, 2014





**Section I**  
**GENERAL INFORMATION**

**MISSION**

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

**VISION**

Moreno Valley College is committed to exceeding the expectations of students, community, faculty, and staff by providing and expanding opportunities for learning, personal enrichment, and community development.

**VALUES****RECOGNITION OF OUR HERITAGE OF EXCELLENCE**

We embrace Moreno Valley College's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and communities. We are bound together to further our traditions and to build for the future on the foundations of the past.

**PASSION FOR LEARNING**

We believe in teaching excellence and student centered decision making. We value a learning environment in which staff and students find enrichment in their work and achievements.

**RESPECT FOR COLLEGIALITY**

We recognize the pursuit of learning takes the contributions of the entire district community, as well as the participation of the broader community. We believe in collegial dialogue that leads to participatory decision making.

**APPRECIATION OF DIVERSITY**

We believe in the dignity of all individuals, in fair and equitable treatment, and in equal opportunity. We value the richness and interplay of differences. We promote inclusiveness, openness, and respect to differing viewpoints.

**DEDICATION TO INTEGRITY**

We are committed to honesty, mutual respect, fairness, empathy, and high ethical standards. We demonstrate integrity and honesty in action and word as stewards for our human, financial, physical, and environmental resources.

**COMMITMENT TO COMMUNITY BUILDING**

We believe Moreno Valley College is an integral part of the social and economic development of our region, preparing individuals to better serve the community. We believe in a community-minded approach that embraces open communication, caring, cooperation, transparency, and shared governance.

**COMMITMENT TO ACCOUNTABILITY**

We strive to be accountable to our students and community constituents and to use quantitative and qualitative data to drive our planning discussions and decisions. We embrace the assessment of learning outcomes and the continuous improvement of instruction.

**GOALS**

Strengthen and expand Moreno Valley College Academic Programs to increase student success and achieve state and national prominence

to general education, allied health, public safety programs, and precollegiate education.

Develop and expand effective Student Services Programs that will increase student access, retention, and completion.

Provide more opportunities to students, faculty, staff, and community to participate in life-long learning experiences.

Ensure sufficient revenue stream that will support and sustain Moreno Valley College's Academic, Student Services, and Business Services programs.

Improve the utilization of technological resources and develop the infrastructure necessary to advance technological innovations that will support academic, student services, and business services divisions.

Provide resources and opportunities to faculty and staff in order to enhance professional skills.

Renovate and expand existing facilities and construct new facilities to accommodate Moreno Valley College needs.

Provide support to achieve the full implementation (identification, assessment, and improvement) of student learning outcomes for courses, programs, and the institution by 2012.

**ACADEMIC FREEDOM**

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

"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.”

## ACADEMIC YEAR

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 2013-2014 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

## ACCREDITATION

Riverside Community College District includes Riverside City College, Moreno Valley College, and Norco College which are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC). Moreno Valley College is accredited by the ACCJC, 10 Commercial Blvd. Suite 204, Novato, CA 94949, 415-506-0234, an institutional accrediting body recognized by the Council For Higher Education Accreditation and the U.S. Department of Education.

Moreno Valley 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 Colleges and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

## PROGRAM LENGTH

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

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 who are admitted to the district's middle or early high school college programs or
- Are international students who have satisfied specific international student admissions requirements

Admission to the colleges of Riverside Community College District 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

Due to the heavy demand for classes by college students, high school concurrent enrollment has been temporarily suspended with the exception of high school students who are part of RCCD's recognized Early College or Middle College High School programs. Those students should follow the guidelines outlined by their program. Please check the website [www.rccd.edu](http://www.rccd.edu) for updates.

## ADMISSION AND REGISTRATION OF STUDENTS

### Admission Application

Students need to apply if:

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

**Beginning with the fall 2012 term, students will not 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 any time at [www.mvc.edu](http://www.mvc.edu) and take approximately 24 hours to process (weekends and holidays excepted). The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term. Computers and assistance are available in the Admissions lobby.

### Schedule of Classes

The Schedule of Classes is available at [www.mvc.edu](http://www.mvc.edu). Open classes can also be viewed on WebAdvisor at [www.mvc.edu](http://www.mvc.edu).

### Registration

Effective Fall 2012 the order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 <http://www.rccd.edu/administration/board/Board%20Policies/5056AP.pdf> 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 WebAdvisor at [www.mvc.edu](http://www.mvc.edu) approximately 6-8 weeks before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Before registering, students must complete any necessary requirements, i.e. Assessment, online Orientation Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" 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 WebAdvisor, mail a check or money order, or pay at one of the colleges. See the Schedule of Classes at [www.mvc.edu/schedule.cfm](http://www.mvc.edu/schedule.cfm) or fees at [www.mvc.edu/services/ar/fees.cfm](http://www.mvc.edu/services/ar/fees.cfm) for payment and refund deadlines. My Account Summary can be viewed or printed on WebAdvisor.

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

### 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 student is automatically added and his/her account 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 WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Students moved in from the Waitlist must drop themselves from the class by the drop and refund deadlines if they do not intend to remain in the class.

### Procedure for Adding and Dropping Classes

Once a class has begun, a student may only add a class with the instructor's permission. Students can then add classes through WebAdvisor at [www.mvc.edu](http://www.mvc.edu) or in person at Admissions and Records with an authorization code obtained from the instructor. Authorization codes are active on the first day of the class until the add deadline. All adds must be completed by the Add deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses by using WebAdvisor prior to the drop deadlines. If there is a hold restricting use of the web, the student may bring a completed ADD/DROP card to the Admissions counter at any college and drop classes there. Deadlines to add, drop, and receive a refund are available on WebAdvisor. It is the student's responsibility to drop a class he/she no longer attends.

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

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

### Attendance

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

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

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

## LIMITATIONS ON ENROLLMENT

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

### Remedial Limitation

Riverside Community College District Board Policy 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 Limitations

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

### Prerequisite

When a course has a **prerequisite**, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade C or better in 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., Math 52), you will be allowed to register for the succeeding class (i.e., Math 35). However, if you do not pass the prerequisite course with at least a C grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of C or better or 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 prerequisites and corequisites. These are stated in the course descriptions of the **schedule of classes and the current college catalog**. A student may be required to file proof of prerequisite and corequisite requirements.

### Advisory

When a course has an **advisory**, it means that a student is recommended to have certain preparation before 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 any RCCD college or other institutions and wish to obtain a Riverside City College, Moreno Valley College, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form. These forms are available in the Counseling department. 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 Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the 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, and TOPV.

## MATRICULATION

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

### Assessment of Basic Skills

Preparation levels are required for placement in English, ESL, mathematics, and reading courses. These placement levels are based on a combination of test scores and other academic experience. Because Moreno Valley College uses multiple measure placement criteria, placement levels are enforced as prerequisites to courses. Students who have a documented disability requiring a unique accommodation can take the test in the Office of Disabled Students Programs and Services. To request this service, call: (951) 571-6138 or TDD (951) 571-6140.

Most new students are required to take an assessment test upon initial entry into Moreno Valley College and before Counseling

appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and the PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (consult a counselor).

RCCD placement tests are available by appointment only. Appointments may be made by phone at (951) 571-6492 or online at <http://www.mvc.edu/services/assessment/appointments.cfm>. An appointment is required for testing. Limited testing is also available at the Ben Clark Training Center (Accuplacer only). Hours of operation are posted outside each Assessment Center and are available online. Students can call to confirm hours of service and make appointments: (951) 571-6492.

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.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at Moreno Valley College. The student's Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at the Moreno Valley College Assessment Center only. An Outside Placement evaluation form must be submitted with a copy of the test raw scores and processing takes from two to five working days.

Assessment tests are meant to be a one-time only assessment of a student's skills and abilities upon initial entry into the college. Retesting is available under certain circumstances – consult a Counselor or visit the Assessment Website at <http://www.mvc.edu/assessment>. **Please Note: Once the student has begun the course sequence, retesting is not an option.**

Extensive information on assessment testing, test preparation, details of all tests available, sample questions, and hours of operation are available at <http://www.mvc.edu/assessment>.

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

### Orientation/Counseling

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Moreno Valley College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans.

Students will be able access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session please log on to your WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. If you have any further questions, please call (951) 571-6104 or stop by the Counseling department. New students, who did not complete Guidance 45, Introduction to College at their high schools, should register for this course during their first semester at RCCD.

### Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other colleges must request to have official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or a Student Educational Plan.

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

#### Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following Board approved criteria define exempt students at Riverside Community College District:

A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.

B. First-time college students who have declared one of the following goals:

- Advance in current career/job
- Maintain certificate/license
- Educational development
- Complete credits for high school diploma

C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

### Follow-Up

Counselors and teachers will provide follow-up activities on behalf of matriculated students. "Early Alert" follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. "Probation/dismissal" activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

### Students Rights and Responsibilities

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 as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5)

working-day period, the student shall be allowed to enroll in the course.

2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals 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 Appeals Petition to temporarily validate a prerequisite. However, 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.

Students may appeal to retake the placement test:

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

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

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

If you have questions regarding the matriculation process, please contact the Counseling office at Moreno Valley (951) 571-6104.

### Student Educational Plan

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

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

## FEES/RESIDENCY REQUIREMENTS

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

### 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 the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

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

### 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 non-resident tuition in addition to the resident enrollment fees.

Out-of-country non-residents also pay a processing fee and a non-refundable per unit surcharge; they are also required to buy health insurance.

### AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the 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 alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying non-resident tuition at Moreno Valley College if he/she signs an affidavit verifying:

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

In addition, the student must be physically present in California to be eligible for AB540. A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

### Health Fee

Every student is required to pay a health services fee per Title 5 state regulations. Students who rely 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 Admission and Records office. Students who qualify for a Board of Governor's Waiver (BOGW) must pay the health fee.

### Parking

Parking permits can be purchased on WebAdvisor at [www.mvc.edu](http://www.mvc.edu). Permits can also be ordered on a campus computer and paid for at the cashier's office. There is an additional shipping and handling fee for permits paid online, and an additional service fee for permits paid for at the cashier's office. Special parking is provided to the physically handicapped at the same cost. Student permit enforcement in student parking spaces is suspended the first two weeks of the term.

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

### Library/Learning Resource Center Fees

Overdue fines:

General Collection – Overdue fines will be levied at 20 cents per day per item.

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

**Replacement Bills:**

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

**Refunds:**

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

**Library card fees:**

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

**Books, Equipment and Supplies**

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The MVC bookstore offers 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.

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 along with your store receipt. The book must be in the same condition that you purchased it in. All returns/exchanges require an original receipt. The bookstore will also buy back textbooks from students. Bring the textbooks to the store along with student identification in order to determine their value. The best time to sell back your textbooks is during finals week.

**Other Charges**

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

**RCCD TRANSCRIPTS**

The RCCD transcript includes only coursework completed at a college in the Riverside Community College District. Official student transcripts may be requested on WebAdvisor at [www.mvc.edu](http://www.mvc.edu), and in the Admissions and Records Office.

The first two official transcripts requested at RCCD are free. There is a fee for each additional official transcript requested. For faster service there is an additional fee for each official transcript. Transcripts are mailed with first class postage. Unofficial transcripts are available free on 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/3 months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have course work on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts

submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Moreno Valley College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Moreno Valley College. 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 60 countries attend RCCD each semester, with the majority transferring to four-year institutions. All F-1 Visa students are subject to nonresident tuition as set by the Board of Trustees.

**REFUND DEADLINES FOR FEES**

Moreno Valley College shall refund any enrollment fee paid by a student for withdrawal from a class during the first two weeks of instruction for a full-term 16 week course and the 10 percent point of the length of the course for a short-term course. See “My Class Schedule” on WebAdvisor at [www.mvc.edu](http://www.mvc.edu) for refund deadlines.

**Holds on Records**

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

**MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS**

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

Dependents of certain veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Dept of Veterans Affairs determines the child eligible. (3) Any dependent, or surviving spouse who has not remarried, of any member of the CA National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. (4) Any undergraduate student who is a recipient of a Congressional Medal of Honor and who is under 27 years old, provided his/her



income, including parental support, does not exceed the national poverty level and the parental recipient of the Medal of Honor was a CA resident at the time of his or her death. Students who feel they are eligible for a fee exemption should contact the Department of Veterans Affairs for more information.

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







**Section II**  
**STUDENT INFORMATION**

## ACADEMIC APPEALS BY STUDENTS

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 Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

In non-academic matters, the appeal procedure 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.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Conduct section of the catalog, Board Policy 5500, and Administrative Policy 5520.

## ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. 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 entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

## ACADEMIC RENEWAL

Academic renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period of time excluded from the calculation of the RCCD grade point average. All courses and grades remain on the student's permanent academic record. Petitions forms are available online at [www.mvc.edu/forms.cfm](http://www.mvc.edu/forms.cfm). The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.
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 two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.

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 substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.

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

Academic renewal procedures shall not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

## Course Prerequisites and Corequisites

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

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

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Moreno Valley College Admissions and Records office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco colleges. For information on challenge procedures, see page 6.

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.

## THE ARTS

### ART

The visual arts at the Moreno Valley College plays a significant role in students' lives. Painting, drawing, design, computer and animation students have access to outstanding faculty and opportunities.

### DANCE

The Moreno Valley College provides a sampling of classes and activities that meet the needs of dance students as well as the recreational dancer.

### MUSIC

The Moreno Valley College provides classes that meet general education requirements for transferring students and music activities courses. The Moreno Valley College Gospel Singers have toured locally and worldwide.

## ATHLETICS

Physical activity and academic courses are available at Moreno Valley College. Both Cross Country teams practice at the College.

## COLLEGE BOOKSTORE

Students are able to order their textbooks when registering thru WebAdvisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at [www.mvc.edu/bookstore](http://www.mvc.edu/bookstore) such as:

- **Rentals** - Over 50% (and growing) of our titles are available to rent which means the students will save 50% off the new textbook price. Students can highlight and take notes in the book. The books are due back when the student has completed finals. Students will need a valid debit card or credit card to secure the rental.
- **Used** - Save 25% of the new textbook price.
- **E-textbooks** - Save up to 60% by buying or renting a digital book. This is an instant download from our website [www.mvc.edu/bookstore](http://www.mvc.edu/bookstore). Download the free etextbooks application for PC and MAC at [www.nookstudy.com/college](http://www.nookstudy.com/college).
- **New** - A fresh new start to the new semester - prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

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 store also has a laptop program and carries all Nook devices.

### Return policy

The MVC bookstore will gladly accept MasterCard, Visa, American Express, Discover, ATM debit cards and Barnes & Noble gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have the original receipt and the book must be in the same condition that it was purchased in. Visit the website [www.mvc.edu/bookstore](http://www.mvc.edu/bookstore) for the complete return policy.

## CAREER AND TRANSFER CENTER

The MVC Career and Transfer Center is firmly committed to assisting students in being successful and achieving their academic and career goals.

### SERVICES:

- Information on transfer requirements and major preparation
- Counseling appointments with university representatives
- MVC 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, the UC Personal Statement (Essay), and Financial Aid for transfer students.
- Transfer Fairs are coordinated by the Transfer Center every fall and spring term where over 35 university representatives visit our College to speak to students and to answer questions
- A Transfer Recognition Ceremony is held every spring term

to recognize students who have successfully fulfilled the transfer requirements and transferred to a four-year college/university

### RESOURCES:

- Resource library that includes college/university catalogs, brochures, and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computer programs to conduct career, major and college/university exploration
- Collection of paper-based and on-line resources that assist students in understanding how course credits at Riverside Community College District can be applied when transferred to a four-year college/university, or vice versa.
- Guides and handbooks providing information on financial aid and scholarships
- Internet access for online admissions applications
- Transfer major sheets that explain what courses must be completed for certain majors and colleges/universities
- Monthly calendar of events/workshops/university representatives in the Transfer Center

### INTERNET ACCESS:

MVC Transfer and Career Center: [www.mvc.edu/services/ctc](http://www.mvc.edu/services/ctc)

ASSIST: <http://www.assist.org/web-assist/welcome.html>

*For more information please call: (951) 571-6205*

## COUNSELING CENTER

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

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

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

### How to Use the Counseling Center

Students may make appointments with the clerk in the Counseling Center or with E-SARS on the counseling website. Counseling hours vary by term and college. Appointments can also be made by calling (951) 571-6104. It is important to keep your appointment. Please call in advance if you need to cancel or reschedule.

## DISABLED STUDENT SERVICES

The Office of Disabled Student Programs and Services (DSP&S), located in Humanities 222, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. This office facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in

eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities).

#### Services are available to students with:

##### Physical Disabilities:

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

##### Learning Disabilities:

Average to above average intellectual ability with a verifiable learning disability.

##### Other Health Impairments:

- Cardiac Disease
- Diabetes
- Epilepsy
- Psychological Disabilities

##### Communicative Disabilities:

- Deaf
- Hearing Impaired
- Speech Impaired
- Respiratory Disease

##### Temporary Disabilities:

- Broken Bones
- Post Operative Recovery
- Other

##### Support Services Available Include:

- Adaptive Physical Education
- Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)
- Counseling
- High Tech Center (Adaptive computer equipment) and assistive devices
- Interpreters/RTC for the Deaf
- Individual tutoring
- Liaison with other agencies
- Mobility assistance
- Note-taking services
- Priority registration
- Test facilitation

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

Moreno Valley College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance. See pages 193-197 for additional information.

## DISCIPLINE

It is understood that each student who registers at the District is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the college catalog and at the website [www.rccd.edu](http://www.rccd.edu).

## EARLY AND MIDDLE COLLEGE PROGRAMS

The Riverside Community College District offers early and middle college programs at each of its three colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD college in their region. There are two programs at Moreno Valley College: the MVC Middle College Program, and the Nuview Bridge Early College High School.

## EMPLOYMENT PLACEMENT

The mission of Employment Placement is to provide encouragement, guidance and placement services to students entering the occupational development stage of their career development process. Students who need or want employment preparation assistance to enter a career in a diverse and changing economy can receive employment preparation and job placement. Employment Placement services focus on entering a career field related with specific Career & Technical Education programs. Contact the Employment Placement office to learn more about career pathways available to you through your Career & Technical Education program. For more information, visit the Employment Placement link on the Moreno Valley College website or call today at (951) 571-6207.

### Step-By-Step

- Go to the Moreno Valley College Website: [www.mvc.edu](http://www.mvc.edu)
- Under the Gateways section on right side of main page, CLICK **Department/Services**
- Under DEPARTMENT & STUDENT SERVICES, CLICK **Student Services**
- Then CLICK **Employment Placement**

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Funded by the state of California, the Moreno Valley College EOPS program provides academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

To be eligible for EOPS, a student must:

1. be a California resident;
2. be enrolled as a full-time student (12 units or more per term, with the exceptions as noted in Section 56220 of Title 5);
3. have fewer than 70 units of degree-applicable college credits;
4. qualify to receive a Board of Governor's Waiver under either Method A or B;
5. be educationally disadvantaged;

- a. not qualify for degree-applicable English or Math course or
- b. did not graduate from high school or
- c. high school GPA below 2.5 or
- d. previous enrollment in remedial education

Call for additional information: (951) 571-6253.

### Cooperative Agencies Resources for Education (CARE)

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

To be eligible a student must:

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

CARE services are supplemental to EOPS services and MAY include:

- Personal, academic and career counseling
- Support group
- Personal counseling
- Child care stipend
- Tutorial assistance
- Bus pass or parking pass
- Meal tickets
- Special topic workshops

For additional information: (951) 571-6253.

## STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) Department at Moreno Valley College (MVC) strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling, and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department 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.

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

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.fafsa.gov](http://www.fafsa.gov) and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at <http://www.mvc.edu/sfs> under workshops. The FAFSA application must be completed for each academic year. The MVC Title IV code of 041735 must be listed on your FAFSA record(s)

in order for our department to receive your application. If you are a Riverside City College or Norco College student, please make sure to list the school code for your home college on the FAFSA application. You can locate school codes by selecting the “School Code Search” link on the main page of the FAFSA website. The FAFSA is available January 1st of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2nd to ensure priority processing and to maximize your funding.

When completing the FAFSA application, you will need to apply for a **Personal Identification Number (PIN)** at [www.pin.ed.gov](http://www.pin.ed.gov) so you can electronically sign the online FAFSA. If you are a dependent student, have a parent apply for their own PIN. Parents will need to sign the FAFSA until you are 24 years of age or no longer considered a dependent student.

Once you have completed your FAFSA, the results will be sent to MVC. You must have an RCCD Admissions application on file in order for your FAFSA to be received. Once you have completed your RCCD Admissions application online at [www.mvc.edu](http://www.mvc.edu), you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at [www.mvc.edu](http://www.mvc.edu), under the Admissions and Records webpage. We will send an email to your RCCD student email account, notifying you of your application status. Required documents will be posted on WebAdvisor under “required documents by year” once you have received your email. Forms are available on our website at <http://www.mvc.edu/sfs> under forms and can be turned in at the SFS office at your home college or by email at [studentfinancialservices@mvc.edu](mailto:studentfinancialservices@mvc.edu).

\*New: If you are considered a dependent student and cannot provide your parents’ information on the FAFSA application, we ask that you first complete the FAFSA application and submit it online. If after completing the FAFSA application you are still required to provide your parents’ information and are not able to, please visit the SFS office at your home college and ask to speak to staff regarding a Petition for Independent Status (Dependency Override).

All Financial Aid disbursements will be deposited onto a debit card. The card will be a Sallie Mae debit card and all your disbursements for financial aid will be placed on that card. To receive your disbursements, if eligible; you **MUST** sign up NOW for a Sallie Mae debit card. Go to [www.mvc.edu/sfs](http://www.mvc.edu/sfs) to sign up NOW! The Sallie Mae debit card is used like a regular debit card. This card can be used to make a transaction, to withdraw cash, and more.

- **The Board of Governors Fee Waiver (BOGW)** is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the BOGW will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30.00 per semester. The BOGW does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list MVC School code #041735 and you will be automatically awarded the BOGW if eligible. You will receive an email at your RCCD

student email account notifying you when your BOG waiver eligibility is available on WebAdvisor under your award letter. No separate application is required. If you are not a California resident, you may be eligible to apply for a non-resident tuition exemption through the AB 540 program. If you are not a California resident, you may be eligible to apply for:

- a non-resident tuition exemption through the AB 540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions and Records for additional information or view our consumer guide online.
  - a non-resident tuition deferment if you are 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.mvc.edu/sfs](http://www.mvc.edu/sfs).
- **Federal Pell Grant** (up to \$5645 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 you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than half time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.
  - **Federal Supplemental Educational Opportunity Grant (FSEOG)** (up to \$1000 for the academic year at MVC and is subject to change) is awarded to undergraduate 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 you remain in your courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2<sup>nd</sup> deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1473 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents 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 March 2<sup>nd</sup> of every year. For students attending California Community Colleges, there is an additional deadline of September 2<sup>nd</sup>. To apply for the Cal Grant awards, you need to complete the FAFSA and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend MVC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions and Records office other than Undecided, and you must be meeting the MVC Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at <https://mygrantinfo.csac.ca.gov/logon.asp>.
  - **CHAFEE Grant Program** provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college at least half-time (6 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 is required for MVC 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).
  - **Child Development Grant Program** (\$1000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children’s center. Students must be enrolled in at least half-time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at [www.csac.ca.gov](http://www.csac.ca.gov) for printing. It must be completed and submitted to the Early Childhood Education office (please check their website for hours and locations). The deadline to submit this application is June 15<sup>th</sup>. A FAFSA application is required for MVC to determine eligibility for this grant. A new application must be submitted for each academic year. The Child Development 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 Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).



- **Federal Work Study** (earn up to \$4000 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 (3 units for summer and winter, 6 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 MVC school code #041735. To apply for a FWS position, you must have completed your financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at [www.mvc.edu](http://www.mvc.edu) for the link to student employment job listings.
- **Federal Direct Loan Program** - Moreno Valley College (MVC) participates in the Federal Direct Loan Program. At MVC it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

**MVC does not recommend borrowing more than \$10,000 at the community college level (this amount includes all loans from any other institutions attended). To view your complete loan history go to: National Student Loan Data System <http://www.nslds.ed.gov>. A Department of Education FAFSA PIN is required to access this website. If you have misplaced or forgotten your PIN number, you may request a duplicate PIN by going to the PIN website at [www.pin.ed.gov](http://www.pin.ed.gov).**

- Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at MVC 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 Moreno Valley College SFS office.
- Students must also have a current Student Educational Plan (SEP) on file with MVC 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 [www.mvc.edu/sfs](http://www.mvc.edu/sfs) for a full list of requirements for applying for a student loan at MVC.
- Our Federal Student Loan Default Management Plan requires all students to complete a loan Entrance and Exit interview each year you wish to apply for a loan at MVC. Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts

in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at MVC. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

### CALIFORNIA DREAM ACT

The California Dream Act was signed into law on October 8, 2011 and became effective January 1, 2013. Students who apply for the California Dream Act for Winter 2013 and Spring 2013 may be eligible for the Board of Governors Fee Waiver (BOGW) for those terms. Beginning in Fall 2013, the 2013-2014 California Dream Act program will allow applicants who do not have a social security number to apply for state financial assistance in addition to the BOGW which includes Cal Grants, Chafee Grant, and scholarships. Applicants for these programs must meet all the requirements for each program. Students can apply for these state financial assistance programs by filing a California Dream Act application at <https://dream.csac.ca.gov>. Each of the above listed programs may require additional applications and/or information. For more information, please visit our consumer guide at [http://www.mvc.edu/files/sfs\\_Consumer\\_Guide.pdf](http://www.mvc.edu/files/sfs_Consumer_Guide.pdf).

### SCHOLARSHIPS

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

- **RCCD Scholarships** for continuing and transferring students are available every fall semester with a deadline in early December. Information and instructions on how to apply is available on our website early in the fall semester at [www.mvc.edu/sfs](http://www.mvc.edu/sfs). Scholarship information workshops are held at Moreno Valley College prior to the scholarship deadline to assist students in the scholarship application process and are also available on our website. Applicants chosen for RCCD scholarships are notified by May of each year. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility. The scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification form with the transfer institution information.
- **RCCD Scholarships for High School Seniors** are available beginning in January of each year with a deadline in early March. These scholarships are awarded to high school seniors who will be attending MVC during the academic year after they graduate from high school. Information is available at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) in January and February of each year and also at each high school within the Moreno Valley high school zone.
- **The Community Scholars** scholarship is a partnership between RCCD and California Baptist University, La Sierra University, and the University of Redlands. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the RCC District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school within the MVC high school zone and also at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) in January and February of each year.

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

- A list of scholarships MVC has been notified of is available at online at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) or in the SFS office.
- 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.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), [www.scholarsite.com](http://www.scholarsite.com), and [www.scholarshiphunter.com](http://www.scholarshiphunter.com).
- If you are awarded a scholarship from a source outside of MVC, follow the donor's directions on how to have your scholarship funds sent to MVC. When outside scholarship funds are received at MVC, the student is notified by mail.
- Scholarship funds will be disbursed on the next disbursement date upon verification of enrollment and donor guidelines.

### STUDENT FINANCIAL SERVICES COUNSELING

The SFS counseling services are available through the SFS office at the Moreno Valley College.

Academic counselors are available to work with students receiving financial assistance in the following areas:

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting satisfactory academic progress standards
- Recommendations for improved progress
- Processing financial aid appeals

### Computer Access

Computers are available in the SFS lobby to students receiving financial assistance for the following:

- Complete the FAFSA online
- Research and apply for scholarships online
- Other financial aid web assistance

### Responsibilities and Requirements

Moreno Valley 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:

- **Ability to Benefit Changes**  
Federal and State financial aid requires students to have one of the following **educational requirements** to be eligible for financial aid:
  1. High School Diploma (a diploma, not a certificate of completion)
  2. GED
  3. Approved Home School Completion
  4. Passed the California High School Proficiency Exam (CHSPE)\*\*
  5. Received an AA/AS degree from an accredited institution.

Beginning July 1, 2012, students will have to have met one of the outlined educational requirements, or have previously met the ATB requirement to be eligible for financial aid.

If you are a current ATB student and you have previously met one of the 2 ATB requirements, you will continue to meet the educational requirements for financial aid and no further action is necessary. If you have not previously met one of the 2 ATB requirements and have not completed 6 degree applicable units by July 1, 2012, you will be required to meet one of the listed educational requirements to be considered for financial assistance at any college.

\*\*For more information on the CHSPE, please visit: [www.chspe.net](http://www.chspe.net).

- **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. Counselors are available at the SFS office. To schedule an appointment with an SFS counselor, please contact the Counseling department at MVC at (951) 571-6104.

- **Citizen or eligible non-citizen**

To be eligible for federal and state financial assistance, you must be a U.S. citizen or Eligible Non-citizen with proof of permanent residence (alien registration card, I-94 or I-551). Citizenship or permanent residency is not required to receive most scholarship aid.

- **Return of Title IV Funds**

If you receive federal or state financial assistance and you drop or fail to successfully complete your courses, you may need to REPAY a portion of your financial assistance. (See our consumer guide for more information regarding Return of Title IV Funds.)

- Students cannot receive financial assistance at two institutions at the same time (with exception of the Board of Governors (BOG) Fee Waiver). 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 your home college, if eligible.

- **Satisfactory Academic Progress**

All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard, you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to 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 [www.mvc.edu/sfs](http://www.mvc.edu/sfs).

- **Contact Information**

Be sure to keep your mailing address, phone number, and email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via Web Advisor or in person at the Admissions and Records office. Visit your RCCD email regularly as all updates and communications are sent to your RCCD email account.

- **Social Security Number**

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

- **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 FAFSA and turned in all documents requested by the SFS office and enroll accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) or pick a disbursement schedule up at the MVC office.

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

You can find more information regarding Student Financial Services and access forms for download on our website at [www.mvc.edu/sfs](http://www.mvc.edu/sfs). If you have any questions, please contact us by e-mail at [studentfinancialservices@mvc.edu](mailto:studentfinancialservices@mvc.edu).

Moreno Valley College  
Riverside Community College District  
Student Financial Services Office  
“Building Dreams Together”

## FOOD SERVICES

When school is in session, Food Services offers a variety of services. The Lions’ Den offers hot and cold sandwiches, coffee, drinks, and microwave items. Hours of operation are:

### Lions’ Den:

Mon – Thurs	7am – 8pm
Friday	7am – 1pm
Sat – Sun	Closed

## HEALTH SERVICES

The MVC Health Services office is located in PSC #6. The office is open Monday through Thursday 8:00 a.m. to 4:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m. Check our website at [www.mvc.edu/services/hs](http://www.mvc.edu/services/hs) for our summer hours.

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

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

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

## HONORS PROGRAM

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:

- 3.0 GPA in 9 transferable units
- Eligibility for **or** completion of English 1A
- Completed Honors Program application
- Students will need to complete an 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 1st time college students need:

- 3.0 GPA
- Eligibility for **or** completion of English 1A
- Completed RCCD application
- Completed Honors Program application
- Students will need to complete an 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 Student Council, or as a volunteer in outreach activities.
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students.
- Scholarships and Essay Contests.

### For more information:

Website <http://academic.rcc.edu/honors/>  
Facebook page (“RCCD Honors Program”)  
Video [www.youtube.com/RCCDHonors](http://www.youtube.com/RCCDHonors)  
Phone (951) 571-6244.

## INFORMATION CENTER

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

*Posting Policy:* Materials may be posted on bulletin boards and other authorized areas for a 10 day period by the Chief Student Services Officer of each 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 ten working day posting period expires. Only ten 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.

### INTERNATIONAL EDUCATION / STUDY ABROAD

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

Through our College Study Abroad Program, MVC students have the opportunity for quality cross-cultural academic experiences. Students are offered academic credit for fall semester in the “birthplace of the Renaissance,” Florence, Italy; spring semester in London, the political, economic and cultural capital of England; as well as opportunities for two week tours during the summer session in such countries as the Czech Republic, Hungary, Greece, Turkey, Morocco, and Kenya.

### INTERNATIONAL STUDENT CENTER

The Center for International Students and Programs administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Center also organizes orientation classes, counseling and community activities for RCCD students coming from other countries. More than 400 students from 60 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and opportunities for community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges.

### LIBRARY/LEARNING RESOURCE CENTER (LLRC)

To support the mission of the Moreno Valley College, the library provides access both on and off-campus to a wide range of books, multimedia collections, and electronic resources, including academic journals, magazines, newspapers, ebooks, and more. Visit the library online at [www.mvc.edu/library](http://www.mvc.edu/library).

#### Moreno Valley College Library

Monday – Thursday: 8:00 a.m. – 7:00 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

Closed Saturday and Sunday

Circulation Services: (951) 571 – 6111

Reference Desk: (951) 571 – 6447

The library provides research instruction, quiet study areas, and access to printers, photocopies, media playback equipment, and computers. Computers are equipped with Internet access and software for word processing, spreadsheets, and presentations. The MVC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for \$5.00 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

### SOCIAL EVENTS

An extensive program of activities is provided by the Associated Students of Moreno Valley College (ASMVC). A calendar of these events is maintained in the Student Activities office (located behind the Bookstore). New and exciting activities are always planned. Please stop by and find out how you can get involved.

### ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

ASMVC 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 ASMVC. Students are encouraged to join campus organizations or form new organizations. A partial listing of active clubs/organizations on campus as of this print are listed below. The Clubs and Organizations Guide offers a complete listing of all campus clubs and procedures for starting a new club. Club guides are available in the Student Activities Office. Contact the Moreno Valley College Student Activities Coordinator for more information: (951) 571-6105.

Dental Hygiene Organization  
Emergency Medical Services Organization  
Fire Technology Organization  
FRIENDS Club  
Human Services  
Karate Club  
LGBTSA  
MCHS  
MVC Chorale Society  
PA Student Organization  
Puente Club  
Renaissance Scholars Club  
STEM/Green Health  
Students for Christ

### COLLEGE HOUR

Moreno Valley College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two “activity hours” per week: Tuesday/ Thursday 12:50 - 1:50 p.m. During College Hour, an extensive program of activities (e.g., lectures, films) is provided by the ASMVC. A master calendar of these events is maintained in the Student Activities Office.

### SMOKING POLICY

Moreno Valley College is a smoke-free campus. Smoking of any form of tobacco or non-tobacco products is prohibited at any activity or athletic event and on all property owned, leased, or rented by or from Moreno Valley College.

### STUDENT ACTIVITIES OFFICE

The Student Activities Office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

#### Programs and Services

- Support for the Associated Students of Moreno Valley College (Student Government)
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

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

## STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to 5 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 percent.

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

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, or threatening to cause physical injury to another person.
2. Possession, sale 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. Unlawful possession, use, sale, offer 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 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. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation 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, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code of 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. 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. 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. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
  - A. Forms of Dishonesty include, but are not limited to:
    1. Plagiarism: Presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
    2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, and other students' work;
    3. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. 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.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, 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.
19. Use, possession, distribution 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.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources. The full text of the policy can be found at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board).
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District property.
25. Distribution of 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.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

#### Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief Student Services Officer 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 5520.
- C. The Chief Instructional Officer 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 5520.
- 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 published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

## STUDENT DISCIPLINE PROCEDURES

References: AP 5520

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. 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:

1. 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 Chair person 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.

2. 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.
3. 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)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## IV. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. 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.

3. 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:
  - o the facts leading to, and in support of, the accusation
  - o the specific section of the Standards of Student Conduct that the student is accused of violating
  - o the nature of the discipline that is being considered
  - o an opportunity to respond verbally or in writing to the accusation
4. Potential Disciplinary Actions
  - a. 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.
  - b. 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.
  - c. 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.

#### V. Hearing Procedures

1. 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.
2. 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.
3. 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.

4. 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.
5. 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:
  - a. 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.
  - b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
  - c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  - d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  - e. 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 substantial of evidence that the facts alleged are true.
  - f. 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.
  - g. 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.
  - h. 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.
  - i. 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.

- j. 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.
- k. 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.

#### VI. President's Decision

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

1. 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.
2. 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.

#### VII. 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.

#### VIII. 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.

### STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522

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 4231.

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:

- 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.
- 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.

- 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.

## STUDENT GOVERNMENT

The Associated Students of Moreno Valley is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Halloween Valley, and many other successful activities.

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

Students can become involved in ASMV either by running for office or by applying for the various appointive positions, committees or by becoming involved in a wide range of other activities.

### 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 federal minimum wage (currently \$8.00 per hour); 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:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer).
- Maintain a minimum 2.0 CGPA.

Students have the potential to be awarded and earn up to \$4,000 during a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>)

#### 2. District (non-work study) Employment

These positions are available at Moreno Valley College and do not require the completion of the FAFSA. Earnings are paid from a department's budget.

Students must:

- Maintain at least 6 units (fall and spring) and 3 units (winter or summer).
- Maintain a minimum 2.0 CGPA.

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 an FWS or District position. For more information please refer to our website [www.mvc.edu/se](http://www.mvc.edu/se).

Federal Work Study and District positions may be viewed at [www.mvc.edu/se](http://www.mvc.edu/se) 24 hours a day, seven days a week.

#### 3. CalWORKs Work Study

The CalWORKs Work Study program connects eligible CalWORKs students to entry level employment opportunities related to their course of study. The focus is to link employers to students who can learn initial job skills and maintain long-term employment directed toward career development while continuing their college course work. CalWORKs Work Study sites are primarily off-campus.

Students must:

- Be enrolled in at least one unit.
- Maintain a minimum 2.0 CGPA.
- Maintain eligibility with GAIN.

### TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to 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.

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

#### How To Obtain Tutoring Services

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

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.

#### How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn! Tutors must have passed the class(es) they are tutoring in with at least a "B" grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

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

#### Center Information

**Moreno Valley College**

Student Services Building

Telephone number: (951) 571-6167  
 Fax number: (951) 571-6188

## UPWARD BOUND MATH AND SCIENCE (UBMS)

UBMS is designed to strengthen the math and science skills of participating high school students in the Moreno Valley Unified School District. UBMS helps students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in science, technology, engineering, and math. UBMS is a grant funded by the Department of Education. For more information call (951) 571-6382 or visit our website at <http://www.mvc.edu/services/ubms/>.

## VETERANS ASSISTANCE

Moreno Valley College (MVC) provides assistance to veterans for the following benefit programs:

- Chapter 30 - Active Duty Educational Assistance Program
- Chapter 31 - Veteran's Administration Vocational Rehabilitation
- Chapter 33 - Post-9/11 GI Bill
- Chapter 33TR - Post-9/11 GI Bill Transfer to VA Dependents
- Chapter 35 - Survivors and Dependents Educational Assistance Program
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

Veterans and/or dependents seeking to use VA Educational Benefits should apply online at [www.gibill.va.gov](http://www.gibill.va.gov). If eligible for VA educational benefits, the student will receive two copies of the Certificate of Eligibility (COE). One copy of the COE must be submitted to the Veterans Services office at the student's home college location and the other copy should be kept by the student for his/her personal records.

All Veteran and/or dependent students must follow Moreno Valley Colleges' enrollment policies and procedures in order to register into classes. Students must submit an application online to Moreno Valley College and complete any required assessment testing and online orientation. Veterans and/or dependent students are also required to agree and submit a Veteran's Statement of Responsibility every semester to request his/her benefits certification. Students may also be eligible for other types of financial assistance and are encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Before a VA Student Educational Plan (VA-SEP) can be developed, all prior college and military transcript(s) must be received by MVC in order to have all prior credit evaluated. After all transcript(s) have been received and you have submitted your Certificate of Eligibility to Veteran's Services, you will be given a Veteran's Counseling Referral Slip. You must take this slip to the Counseling Department to set up an appointment with a counselor to complete your VA Student Educational Plan.

Once the VA SEP has been completed and a VA Statement of Responsibility has been submitted, Veterans Services will verify that the classes are included on the VA SEP and certification will be submitted to the VA for benefit processing. If you have questions regarding benefit payments or how to retrieve a copy of your Certificate of Eligibility, please contact the VA at 1-888-GIBILL-1 or visit their website at [www.gibill.va.gov](http://www.gibill.va.gov).

Veteran students may be eligible for priority registration at MVC. It is the students' responsibility to submit a copy of their DD214 to the Veterans Services office to verify eligibility. Eligible students will be notified via their RCCD student email account with priority registration information. Dependent students must complete the Admissions process but are not eligible for priority registration.

MVC Veteran's Services  
 (951) 571-6247  
[www.mvc.edu/veterans](http://www.mvc.edu/veterans)

## WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College offers a wide range of services to assist current and former CalWORKs/(TANF) customers, and youth in foster care to prepare for academic achievement, career pathway planning, employment, self-sufficiency and attaining financial independence. The Community College CalWORKs program is directed by Workforce Preparation to meet the challenge of implementing various strategies to aid disadvantaged students or potential students in building strong connections to the workforce.

### CalWORKs Program

Workforce Preparation offers the CalWORKs program, funded through the Chancellor's Office of California Community Colleges. CalWORKs is designed to promote self-sufficiency through employment, education and community collaboration. The population that is eligible to receive services via MVC's CalWORKs program are CalWORKs/Temporary Assistance for Needy Families (TANF) customers. As a result of the Welfare Reform Act in 1996 CalWORKs/TANF customers face a four-year lifetime limit, and the Community College's CalWORKs program is one of the ways California is meeting this challenge. Many current CalWORKs students could not get the education they need to break the cycle of poverty and dependency without such assistance. Workforce Preparation staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. To date, more than 6,300 students have received support services through the CalWORKs program with new CalWORKs students enrolling each week. For more information call (951) 571-6154 or join us on the web at: [www.mvc.edu/services/cw/](http://www.mvc.edu/services/cw/) or on Facebook at: [www.facebook.com/calworksmorenovalley](http://www.facebook.com/calworksmorenovalley).

Services available include:

- Career and academic counseling
- Educational and occupational assessments
- Career pathway planning
- Priority registration
- Intensive case management
- Job placement
- Work study opportunities
- Career specific workshops
- Skill building courses
- Financial literacy
- Parenting and wellness resources

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

- Childcare
- Transportation

- Textbooks and materials
- Parking permits

### CalWORKs Work Study

Moreno Valley College teams up with employers to provide subsidized job training to eligible students. This program benefits employers as well as students. To be eligible students are required to:

- Provide a current WTW contract with GAIN
- Maintain enrollment in 1.0 or more units each semester
- Maintain a minimum cumulative 2.0 GPA
- Be eligible for the CalWORKs program

For more information, call (951) 571-6154.

### Independent Living Program

MVC's Workforce Preparation Program works in collaboration with The Riverside City College (RCC) Independent Living Program (ILP). ILP is a partnership between RCCD and Riverside County Department of Public Social Service. The Independent Living Program provides training, advocacy, mentoring and support services to assist foster youth, age 16-21, in developing pathways to success in areas including education, employment and career development, health and safety, and housing. The primary mission is to assist current and former foster youth transition from full support to independence. Emancipation coaches available at MVC utilize an individualized approach with training workshops and linkage to community resources. Youth are provided a wide range of services designed to provide them with the tools to be successful. For more information, call (951) 571-6154.

### Skills Classes

Skills Classes are open to all students throughout most of the semester. Open-entry Skills Classes are available in reading, writing, math, and computer applications technologies to enhance success in the workplace and in further college courses. The Skills Classes are presented in a student-paced, instructor-led format with entry dates every week throughout most of the semester. Instructors are student-centered and class sizes are relatively small. We serve a diverse student population who seek to develop workplace skills through occupational training, degree, or transfer programs. Skills Classes are offered at Moreno Valley College. For more information, see the schedule of classes or call (951) 571-6154.





**Section III**  
**GRADUATION REQUIREMENTS**



## ASSOCIATE DEGREE

### PHILOSOPHY FOR THE ASSOCIATE DEGREE

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

### GENERAL EDUCATION

General education is available at all three colleges (Moreno Valley, Riverside City and Norco) of the Riverside Community College 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 to all of its students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

The RCCD General Education program 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, they 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 & 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. They will be able to create, express, and interpret meaning in oral, visual, and written forms. They 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 & Global Awareness

Students will be able to develop goals and devise strategies for personal development and well-being. They will 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

All programs of study leading to completion of a certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution may also be interested in pursuing an associate degrees for transfer degree; an Associate in Arts (AA-T) or Associate in Science (AS-T) degree. These degrees are 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 Moreno Valley College, please see Section IV of this catalog. Students are encouraged to meet with a Moreno Valley 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 available AA-T or AS-T degree may earn an A.A./ A.S. degree with an emphasis in one of the eight 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's degree granting institution can use one of these eight 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 eight 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 15 units in residence at one of the Colleges within the Riverside Community College District.

### II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at [www.collegesource](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 the A.A. / A.S. degree. Honors for graduation will be calculated in the same manner.

### III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) 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 not be less than 2.0 and will include the combination of all grades from all transcripts used.

### IV. UNIT REQUIREMENT

The associate degree requires a minimum of 60 units of college work, of which 18 semester units are in one of the nine areas of emphasis listed below. Students must also complete a minimum of 22 semester units (see section VI. General Education Requirements) in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), and Language and Rationality (10 units). While students wishing to transfer to a four-year university can fulfill the transfer requirements by completing the California State University General Education (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

## ASSOCIATE IN ARTS

### ADMINISTRATION AND INFORMATION SYSTEMS

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 the means by which economic growth is 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, \*\*18A  
 Computer Information Systems (CIS): 1A  
 Economics (ECO): 7, 7H, 8  
 Political Science (POL): 8

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

Accounting (ACC): 1A, 1B, 38  
 Business Administration (BUS): 10, \*\*18A, \*\*18B, 20, 22, 80  
 Communications Studies (COM): 1, 1H, 6, 9, 9H, 12, 13  
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5  
 Computer Applications and Office Technology (CAT): 3, 31  
 Economics (ECO): 4, 6, 7, 7H, 8  
 Library (LIB): 1  
 Management (MAG): 44  
 Marketing (MKT): 20  
 Political Science (POL): 6, 8

#### **A course may only be counted once.**

**\*\*Credit limitation:** UC will accept a maximum of one course for transfer.

### AMERICAN STUDIES

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

History (HIS): 6/6H and 7/7H, 11 and 12, 14 and 15, 28 and 29, 30 and 31

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

American Sign Language (AML): 22

Economics (ECO): 7, 7H

English (ENG): 14, 15, 18, 20, 25, 47

Film, Television and Video (FTV): 12

History (HIS): 6/6H, 7/7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34

Humanities (HUM): 9, 11, 16

Military Science (MIL): 1, 2

Music (MUS): 25, 26, 89

Philosophy (PHI): 19

Political Science (POL): 1/1H, 5, 12, 13

Sociology (SOC): 2, 3, 15, 22

**A course may only be counted once in the major area. Courses may be double counted for GE/IGETC/CSUGE**

### COMMUNICATION, MEDIA, AND LANGUAGES

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 colleges and universities. 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 3 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:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

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, 23, 25, 26, 30, 35, 37, 38, 39, 40, 41, 44, 45, 48, 49

Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8

Film, Television and Video (FTV): 12, 44, 45, 65

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

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

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

Russian (RUS): 1, 2, 3, 11

Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, \*51, 52, 53

### FINE AND APPLIED ARTS

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 in 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) in 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 3 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, 30, 64, 67, 68, 70, 71, 72, 74, 76, 77A, 77B, 80, 88, 89, 200  
 Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 44A, 44B, 44C, 45, 46, 47, 48, 49, 200  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19  
 Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 13, 17, 38, 39, 49  
 Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72  
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 68, 69, 70, 73, 61, 65, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84  
 Photography (PHO): 8, 9, 10, 17, 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

*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, speech communication 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 of this program, 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.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. 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.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level.

**The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 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:

Anthropology (ANT): 7, 8  
 Architecture (ARE): 36  
 Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19  
 Dance (DAN): 3, 6  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48  
 Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8  
 Film, Television and Video (FTV): 12, 65  
 History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Library (LIB): 1  
 Music (MUS): 19, 20, 21, 22, 25, 26, 89, 89H, 93  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35  
 Political Science (POL): 11  
 Simulation and Game Development (GAM): 21  
 Theatre (THE): 3, 29  
 World Language, including:  
 Arabic (ARA): 1, 2, 3, 8, 11  
 American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22  
 Chinese (CHI): 1, 2, 11  
 French (FRE): 1, 2, 3, 4, 8, 11  
 German (GER): 1, 2, 3, 11  
 Greek (GRK): 1, 2  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, \*51, \*52, \*53

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44A, 44B, 44C, 45, 46, 47, 48, 49, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60-67  
 English (ENG): 11, 12, 17, 38  
 Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 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

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate 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. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. 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 the Bachelor's Degree.

#### PROGRAM LEARNING OUTCOMES:

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

1. Demonstrate understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Recognize and understand 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

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

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

Anatomy and Physiology (AMY): 2A, 2B, 10

Biology (BIO): 17, 30, 34

Early Childhood Education (EAR): 26

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

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Kinesiology/activity courses (KIN): A03, A04, A07, A09, A11, A12, A13, A20, A21, A28, A29, A30, A31, A40, A41, A43, A44, A46, A47, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A74, A75, A77, A80, A81, A82, A83, A86, A87, A88, A89, A90, A92

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, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95

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

## SOCIAL AND BEHAVIORAL STUDIES

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 3 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/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21

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

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

Guidance (GUI): 47

History (HIS): 1, 2, 4, 5, 21, 22, 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, 7, ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14

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

Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 45

## ASSOCIATE IN SCIENCE

### CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate in Science Degree in Career and Technical Education Programs 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, plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 66-83 of the catalog.

### MATH AND SCIENCE

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. All 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 hypothesis.
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 3 categories, including one course with a lab):**

Mathematics (MAT): 1A, 4, 5, 10, 11, 12, 12H, 25

Physical Sciences: Astronomy (AST) 1A, Chemistry (CHE) 1A, 1AH, 2A, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A

Life Sciences: Anatomy (AMY) 2A, Biology (BIO) 1, 1H, 2A, 5, 7, 8, 9, 11, 11H, 34, 36, Microbiology (MIC) 1

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

Anatomy and Physiology (AMY): 2A, 2B, 10

Anthropology (ANT): 1

Astronomy (AST): 1A, 1B

Biology (BIO): 1, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 11H, 12, 17, 30, 34, 36

Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17

Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, 10, 21, 22, 23, 26, 27, 28, 30, 31, 35

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

Geology (GEO): 1, 1L, 1B, 3

Health Science (HES): 1

Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36.

Microbiology (MIC): 1

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.**

### DEGREE CHANGE ALERT!

The math and English competency requirements for the associate degree will be changing beginning in fall 2009. All new students and all other students who are returning after a break in their continuous enrollment will be required to get a “C” or better in English 1A and Math 35 to complete the associate degree. Students who maintain continuous enrollment as defined in “Catalog Rights” will be able to fulfill this requirement by completing the previous requirements of Eng 50 and Math 52.

### V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination (recommended by the math department and approved by the curriculum committee) or by the successful completion of a Riverside Community College District mathematics course with a “C” or higher selected from Math 1-36 (excluding MAT-32), or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
  1. a satisfactory score on RCCD’s placement test equivalent to placement in college level reading;  
OR
  2. completion of Reading 83 with a “C” or higher;  
OR
  3. a minimum grade of “C” in each general education course;  
OR
  4. satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District’s reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
  5. 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 requirements of English 1A or 1AH with a “C” grade or better.

## VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Nursing (Vocational Education) 52A, 52B, 52C, 62A, 62B, 62C; Nursing (Continuing Education) 81; Registered Nursing 11A, 11B, 11C, 12A, 12B, 12C, 18, 21B, 21C, 22B, 22C.

### A. NATURAL SCIENCES (3 UNITS)

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

### B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)  
History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53  
or  
Political Science 1 or 1H, 5  
AND
2. Social and Behavioral Sciences (3 units)  
Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in “1” above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

### C. HUMANITIES (3 UNITS)

Any course for which the student is eligible in American Sign Language 1, Architecture 36, Art, Communication Studies 7, Dance 3, 4, 5, 6, 7, 8, 9, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

## D. LANGUAGE AND RATIONALITY (10-12 UNITS)

1. English composition (4 units).  
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of “C” or better.
2. Communication and analytical thinking (6-8 units)  
Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:  
Communication Studies 1, or 1H or 9 or 9H  
Computer Information Systems 1A through 30  
English 1B or 1BH  
Mathematics 1-36  
Philosophy 11, Philosophy/Math 32

## VII. ADDITIONAL DEGREE REQUIREMENTS

- A. Health Education (3 units)  
Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.
- B. Self Development (2 or 3 units)
  1. Kinesiology (two activities courses)  
Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.
 

KIN-6	Physical Education for Pre-School and Elementary Children
KIN-29	Soccer Theory and Practice
KIN-42	Lifeguard/Title 22 First Aid/ Water Safety Instructor
KIN-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Pre-School and Elementary Children
MUS-45	Marching Band Woodwind Methods
MUS-46	Marching Band Brass Methods
MUS-47	Marching Band Percussion Methods
MUS-48	Marching Band
MUS-59	Winter Marching Band Clinic
MUS-60	Summer Marching Band Clinic
MUS-61	Auxiliary Marching Units
OR	
  2. Fitness and Wellness (3 units)
 

KIN-4	Nutrition
KIN-30	First Aid and CPR
KIN-35	Foundations for Fitness and Wellness
KIN-36	Wellness: Lifestyle Choices

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

## VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Students must complete a minimum of fifty (50) percent of the required units in any certificate pattern at Riverside Community College District with a grade of “C” or better.

## IX. 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 apply for Summer 2013, Fall 2013, Winter 2014, Spring 2014

Fall – First day of Fall term through October 15 to apply for Fall 2013, Winter 2014, Spring 2014

Winter – First day of Winter term through February 1 to apply for Winter 2014, Spring 2014

Spring – First day of Spring term through April 1 to apply for Spring 2014

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1<sup>st</sup>. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

Students may earn more than one degree at Moreno Valley College.

## X. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ Summer 2013 through Spring 2014. 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.

## SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. 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

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.

## STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the College, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections 66300 and 76033) for disciplinary action. See Board Policy 5500 for details.

## GRADING SYSTEM

### Grades

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

“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; “MW” (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. “W”s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to “MW”s.

Students should refer to WebAdvisor for withdrawal deadlines.

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. A copy of this Incomplete Contract will be sent to the student’s college email and is also available on WebAdvisor. 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.

### Grade Points

On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per unit 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", 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:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20% of the course has been completed.
5. 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.
6. 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.
7. 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.
8. 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:

1. Class sections wherein all students are evaluated on a Pass/No Pass basis.
2. 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 the Admissions office at Riverside, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20% of a shorter-than-semester term.

All 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. However, units attempted for which NP is recorded are considered in probation and dismissal procedures.

### 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 immediately after they are submitted by the instructor.

### Advanced Placement

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 three, four or five in specified subject areas. Advanced Placement 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. For further information, see a counselor for specific subject credit areas available.

### Advanced Placement (AP) and International Baccalaureate (IB) Credit

Students who have successfully completed exams in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Students may also receive credit for a score of 5, 6, or 7 for International Baccalaureate (IB) exams. Credit awarded through AP may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A .3, see page 53 in the catalog.) Official Placement Scores should be sent to the Admissions and Records office for official evaluation.

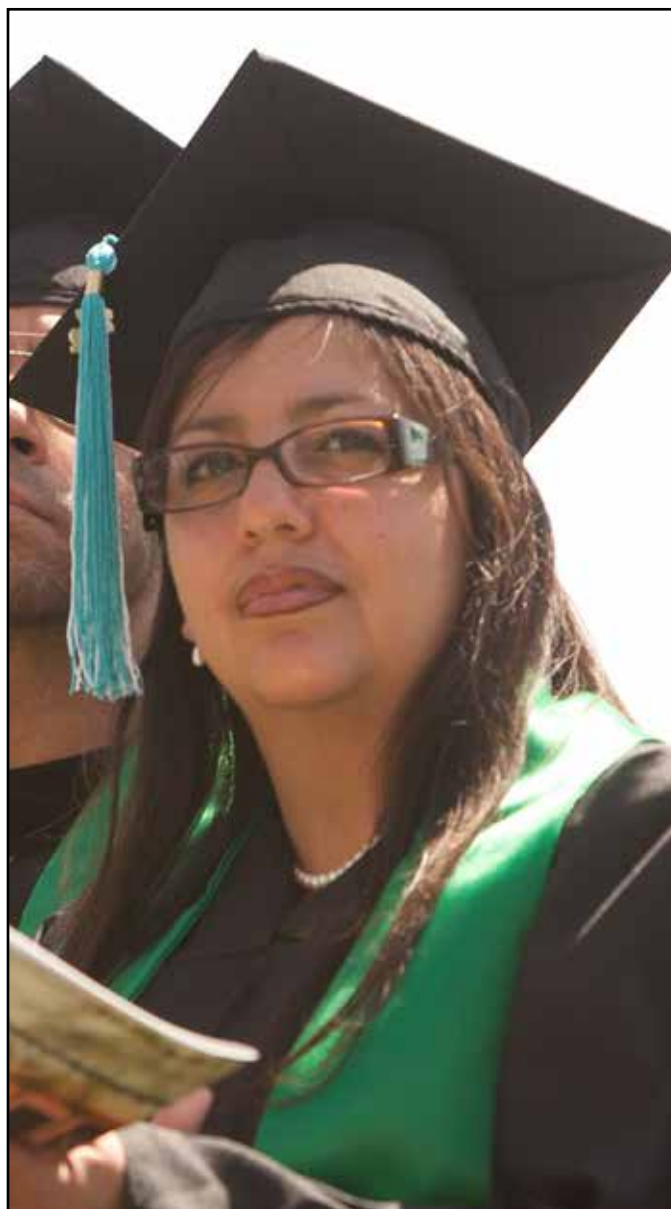
**Course credit and units granted at Riverside City, Norco, and Moreno Valley colleges may differ from course credit and units granted by a transfer institution.**

**Please see a counselor to review the applicability of AP and IB credit to different academic requirements.**



**Duplication of AP 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.



The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time.

IB Exam	IGETC Area	CSU-GE Area
IB Biology	5B (without lab)	B2
IB Chemistry HL	5A (without lab)	B1
IB Economics HL	4B	D2
IB Geography HL	4E	D5
IB History (any region) HL	3B or 4F	C2 or D6
IB Language A1 (any language except English) HL	3B and 6A	C2
IB Language A2 (any language except English) HL	3B and 6A	C2
IB Language A1 (any language) HL	3B	C2
IB Language A2 (any language) HL	3B	C2
IB Language B (any language) HL	6A	n/a
IB Mathematics HL	2A	B4
IB Physics HL	5A (without lab)	B1
IB Psychology HL	4I	D9
IB Theater HL	3A	C1

AP Exam	GE Area	IGETC Area	CSU-GE AREA
Art History	Humanities	3A or 3B	C1 or C2
Biology	Natural Sciences	5B and 5C	B2+B3
Calculus AB	Language and Rationality	2A	B4
Calculus BC	Language and Rationality	2A	B4
Chemistry	Natural Sciences	5A and 5C	B1+B3
Chinese Language & Culture	Humanities	3B and 6A	C2
Macroeconomics	Social/Behavioral Sciences	4B	D2
Microeconomics	Social/Behavioral Sciences	4B	D2
English Language	Language and Rationality	1A	A2
English Literature	Language and Rationality	1A or 3B	A2+C2
Environmental Science	Natural Sciences	5A and 5C	B1+B3
European History	Social/Behavioral Sciences	3B or 4F	C2 or D6
French Language	Humanities	3B and 6A	C2
French Literature	None	3B and 6A	C2
German Language	Humanities	3B and 6A	C2
Comparative Government & Politics	Social/Behavioral Sciences	4H	D8
U.S. Government and Politics	Social/Behavioral Sciences	4H and US 2	D8+US-2
Human Geography	Social/Behavioral Sciences	4E	D5
Italian Language and Culture	Humanities	3B and 6A	C2
Japanese Language and Culture	Humanities	3B and 6A	C2
Latin Literature	None	3B and 6A	C2
Latin: Vergil	None	3B and 6A	C2
Physics B	Natural Sciences	5A and 5C	B1+B3
Physics C mechanics	Natural Sciences	5A and 5C	B1+B3
Physics C electricity/magnetism	Natural Sciences	5A and 5C	B1+B3
Psychology	None	4I	D9
Spanish Language	Humanities	3B and 6A	C2
Spanish Literature	None	3B and 6A	C2
Statistics	Language and Rationality	2A	B4
U.S. History	Social/Behavioral Sciences	(3B or 4F) US-1	(C2 or D6)+ US-1
World History	Social/Behavioral Sciences	3B or 4F	C2 or D6



AP Exam	RCCD Equivalent	Units
Art History	Art 1 and 2	3 + 3
Biology	Biology 1	4
Calculus AB	Math 1A	4
Calculus BC	Math 1A and 1B	4 + 4
Chemistry	Chemistry 1A and 1B	5 + 5
Chinese Language & Culture	Chinese 1-2	5 + 5
Macroeconomics	Economics 7	3
Microeconomics	Economics 8	3
English Language	English 1A	4
English Literature	English 1A and 1B	4 + 4
Environmental Science	Biology 36	3
European History	History 5	3
French Language	French 1-2	5 + 5
French Literature	None	0
German Language	German 1 and 2	5 + 5
Comparative Government & Politics	Political Science 2	3
U.S. Government and Politics	Political Science 1	3
Human Geography	Geography 2	3
Italian Language and Culture	Italian 1-2	5 + 5
Japanese Language and Culture	Japanese 1-2	5 + 5
Latin Literature	Latin 1-2	5 + 5
Latin: Vergil	None	0
Physics B	Physics 2A and Physics 2B	4 + 4
Physics C mechanics	Physics 4A	4
Physics C electricity/magnetism	Physics 4B	4
Psychology	None	0
Spanish Language	Spanish 1 and 2	5 + 5
Spanish Literature	None	0
Statistics	Math 12	3
U.S. History	History 6 and 7	3 + 3
World History	History 1 and 2	3 + 3



### 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 not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 "C". The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions 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)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student's RCCD transcript. 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.



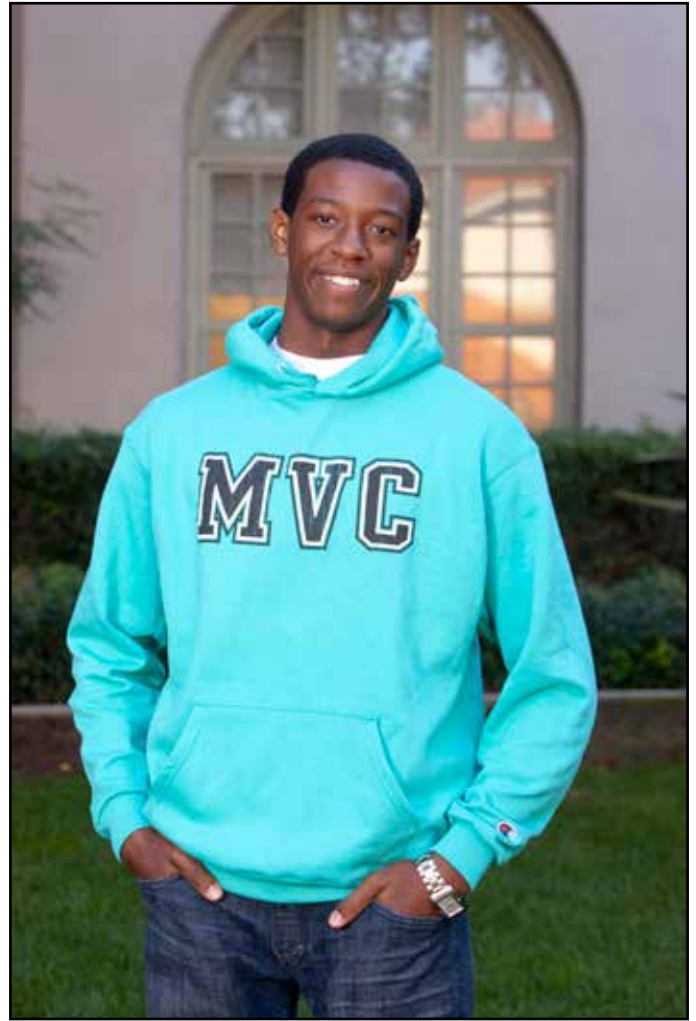


CLEP EXAM	GE RCCD	Credit (Units) Granted	Minimum CLEP SCORE	Semester Credits Toward CSU-GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
American Government	Political Science 1	3	50	3	D8
American Literature	English Literature Elective	3	50	3	C2
Biology	Biology 10 (no lab)	3	50	3	B2
Calculus	Math 1A	4	50	3	B4
Chemistry	Chemistry 10 (no lab)	3	50	3	B1
College Algebra	Math 11	4	50	3	B4
College Composition	English 1A and Elective	4 + 4	50	0	N/A
College Composition Modular	None	0	50	0	N/A
College Mathematics	Math 25 and Elective	3 + 3	50	0	N/A
English Literature	English Literature Elective	3	50	3	C2
Financial Accounting	None	0	50	0	N/A
French Language Level I	French 1 and French 2	5 + 5	50	0	N/A
French Language Level II	French 1, French 2, French 3 and French 4	5+5+5+5	59	3	C2
German Language Level I	German 1 and German 2	5 + 5	50	0	N/A
German Language Level II	German 1, German 2, and German 3	5+5+5	60	3	C2
History of the United States I: Early Colonization to 1877	History 6	3	50	3	D6 + US-1
History of the United States II: 1865 to the Present	History 7	3	50	3	D6 + US-1
Human Growth and Development	None	0	50	3	E
Humanities	Humanities Elective	3	50	3	C2
Information Systems and Computer Applications	CIS 1A	3	50	0	N/A
Introduction to Educational Psychology	None	3	50	0	N/A
Introductory Business Law	Business Elective	3	50	0	N/A
Introductory Psychology	None	0	50	3	D9
Introductory Sociology	Sociology 1	3	50	3	D0
Natural Sciences	Life Science and Physical Science Elective	3 + 3	50	3	B1 or B2
Precalculus	None	0	50	3	B4
Principles of Macroeconomics	Economics 7	3	50	3	D2
Principles of Management	Management 44	3	50	0	N/A
Principles of Marketing	Marketing 20	3	50	0	N/A
Principles of Microeconomics	Economics 8	3	50	3	D2
Social Sciences and History	Social Sciences and History (does not meet American History and Institutions requirements)	3 + 3	50	0	N/A
Spanish Language I	Spanish 1 and Spanish 2	5 + 5	50	0	N/A
Spanish Language II	Spanish 1, Spanish 2, Spanish 3 and Spanish 4	5+5+5+5	63	3	C2
Western Civilization I: Ancient Near East to 1648	History 4	3	50	3	C2 or D6
Western Civilization II: 1648 to the Present	History 5	3	50	3	D6

GRADUATION REQUIREMENTS

**Military Credit**

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, correspondence courses, internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam. Contact the Dean of Instruction office on the Moreno Valley College (HM 113) for additional assistance: (951) 571-6165.





**Section IV**

**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.csu.mentor.edu](http://www.csu.mentor.edu)

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Dominguez Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University



## REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Moreno Valley 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 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.

### CALIFORNIA STATE UNIVERSITY (CSU)

#### 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 (2.4 for California non-residents). 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 CSU GE or IGETC certification pattern prior to transferring to the CSU system.

### CSU GE CERTIFICATION

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. 9 of these units are upper-division (junior/senior level) and are to be taken at the CSU campus after transfer. Moreno Valley 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, 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 Moreno Valley College articulation officer. Coursework completed at foreign institutions may not be used for CSU GE certification.

### UNIVERSITY OF CALIFORNIA (UC)

#### 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:
  - Complete two transferable college courses in English Composition (3 semester units or 4-5 quarter units each).
  - Complete one transferable course in mathematical concepts and quantitative reasoning (3 semester or 4-5 quarter units).
  - Complete four transferable college courses (3 semester or 4-5 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

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 2013 must follow the 2013-2014 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 Moreno Valley College articulation officer. Coursework completed at foreign institutions may not be used for IGETC certification.

### 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

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 Moreno Valley College admissions and records department or through their WebAdvisor account. Partial IGETC certification is completed by the college's articulation officer.

## MAJOR PREPARATION COURSES FOR TRANSFER

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

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)

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 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.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

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

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if Moreno Valley College has an articulation agreement with the school you are interested in. Also, some private and out-of-state universities do accept the CSU GE or IGETC pattern. Be sure to ask your counselor if this is the case with your school of interest. If there is no articulation agreement with the school, you 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 Moreno Valley 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.org](http://www.aiccu.org).



Associate Degree  
for Transfer™

## ASSOCIATE DEGREES FOR TRANSFER

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 Moreno Valley College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: <http://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx>.

Students are encouraged to meet with a Moreno Valley College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

## COMMUNICATION STUDIES

**MAA587 (CSUGE)**

**MAA588 (IGETC)**

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	3
COM-9/9H	Interpersonal Communication	3
Electives	from Group A	3
Electives	from Group B	6
Electives	from Group C	3-4

Electives Group 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 Group B (6 units)		Units
Any course not taken in group A		
COM-7	Oral Interpretation of Literature	3
COM-12	Intercultural Communication	3

Electives Group C (3-4 units)		Units
Any COM course not taken in group A or B above		1-3
COM-5	Parliamentary Procedure	1
COM-11	Storytelling	3
COM-13	Gender and Communication	3
COM-19	Reader's Theater	3
ANT-2	Cultural Anthropology	3
JOU-7	Mass Communications	3
PSY-1	General Psychology	3
SOC-1	Introduction to Sociology	3

**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 with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

**EARLY CHILDHOOD EDUCATION MAS529 (CSUGE) MAS530 (IGETC)**

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 Children of Teaching Young	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3

**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 with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

**SOCIOLOGY**

**MAA695 (CSUGE) MAA696 (IGETC)**

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 units)		Units
SOC-1	Introduction to Sociology	3
Electives	from Group A	6
Electives	from Group B	6
Electives	from Group C	3

Electives Group A (6 units)		Units
SOC-2	American Social Problems	3
MAT-12/12H	Statistics	3
SOC-50	Introduction to Social Research Methods	3

Electives Group B (6 units)		Units
SOC-10	Race and Ethnic Relations	3
SOC-12	Marriage Family Relations	3
SOC-20	Introduction to Criminology	3

Electives Group C (3 units)		Units
ANT-2	Cultural Anthropology	3
PSY-1	General Psychology	3
PSY-8	Introduction to Social Psychology	3

### 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 with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)



**Moreno Valley College**  
**California State University General Education Requirements 2013-2014**  
*The courses listed below will fulfill the lower division general education requirements for all CSU campuses.*

To obtain a Bachelor's degree from a CSU campus, a student must complete 48 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. English Language Communication and Critical Thinking (min. 9 semester units) – Select one course from each group: Grades of “C” or better are required.**

**A-1: Oral Communication:**

COM-1 or 1H Public Speaking  
 COM-2 Persuasion in Rhetorical Perspectives  
 COM-6 Dynamics of Small Group Communication  
 COM-9 or 9H Interpersonal Communication

**A-3: Critical Thinking:**

COM-3 Argumentation and Debate (Formerly SPE-3A)  
 ENG-1B Critical Thinking and Writing or  
 ENG-1BH Honors Critical Thinking and Writing

**A-2: Written Communication:**

ENG-1A English Composition or  
 ENG-1AH Honors English Composition

MAT-32 Introduction to Symbolic Logic (Same as PHI-32)  
 PHI-11 Critical Thinking  
 PHI-32 Introduction to Symbolic Logic (Same as MAT-32)

**B. Scientific Inquiry and Quantitative Reasoning (min. 9 semester units) – Select one course from each group: Also, one of the science courses must have a lab---see underlined courses.**

**B-1: Physical Science:**

AST 1A Introduction to Astronomy  
 AST1B Introduction to the Stars  
CHE-1A General Chemistry I  
CHE-1AH Honors General Chemistry I  
 CHE-1B General Chemistry II  
CHE-1BH Honors General Chemistry II  
CHE-2A Introductory Chemistry I  
CHE-2B Introductory Chemistry II

GEG-1 Physical Geography or  
 GEG-1H Honors Physical Geography  
GEG-1L Physical Geography Lab  
 (GEG-1L has a Corequisite of GEG-1 or 1H)  
 PHIS-1 Introduction to Physical Science

PHY-4A Mechanics  
PHY-4B Electricity and Magnetism  
PHY-4C Heat, Light and Waves  
PHY-4D Modern Physics  
 PHY-10 Intro General Physics  
PHY-11 Physics Lab (PHY-11 has a Corequisite of PHY-10)

**B-2: Life Science:**

AMY-2A Anatomy and Physiology I  
AMY-2B Anatomy and Physiology II  
 AMY-10 Survey of Human Anatomy and Physiology

ANT-1 Physical Anthropology  
BIO-1 General Biology  
BIO-11 Intro. to Molecular and Cellular  
BIO-12 Intro. to Organismal and Population

BIO-17 Human Biology  
 BIO-34 Human Genetics  
MIC-1 Microbiology  
 PSY-2 Biological Psychology

**B-3: Laboratory Activity:**

This requirement is satisfied by completion of any course in B-1 or B-2 with a laboratory. Lab courses are underlined.

**B-4: Mathematics/Quantitative Reasoning (Grade of “C” or better is required):**

MAT-1A Calculus I  
 MAT-1B Calculus II  
 MAT-1C Calculus III  
 MAT-2 Differential Equations

MAT-3 Linear Algebra  
 MAT-10 Pre-Calculus  
 MAT-11 College Algebra

MAT-12 Statistics or  
 MAT-12H Honors Statistics  
 MAT-25 A Survey of Mathematics  
 MAT-36 Trigonometry

**C. Arts and Humanities (min. 9 semester units) – Select three courses, with at least one course from “Arts” and one course from “Humanities”:**

**C-1: Arts:**

ART-1 History of West Art: Prehistoric  
 ART-2 History of Western Art: Renass  
 ART-6 Art Appreciation  
 ART-6H Honors Art Appreciation  
 COM-11 Storytelling  
 DAN-6 Dance Appreciation

FST-1 Introduction to Film Studies  
 FST-3 Introduction to International Cinema  
 FST-4 Introduction to Film Genres  
 FST-5 Fiction and Film: Adaptation  
 MUS-3 Fundamentals of Music  
 MUS-4 Music Theory I

MUS-19 Music Appreciation  
 MUS-20 Great Composers & Music Master  
 MUS 21 Great Composers & Music Master  
 MUS 22 Survey of Music Literature  
 MUS-25 Jazz Appreciation  
 MUS-26 Film Music Appreciation  
 THE-3 Introduction to the Theater

**C-2: Humanities:**

AML-1 American Sign Language 1  
 AML-2 American Sign Language 2  
 ENG-1B Critical Thinking and Writing  
 ENG-1BH Honors Critical Thinking and Writing  
 ENG-6 British Lit I: AS to 18<sup>th</sup> Century  
 ENG-7 British Lit II: Romanticism to PM  
 ENG-8 Introduction to Mythology  
 ENG-9 Introduction to Shakespeare  
 ENG-11 Creative Writing

ENG-14 American Literature I: Pre-  
 ENG-15 American Literature II: 1860 to Pres  
 ENG-16 Introduction to Language  
 ENG-20 African American Literature  
 ENG-23 The Bible as Literature  
 ENG-25 Latino Literature of the United States  
 ENG-30 Children's Literature  
 ENG-35 Images of Women in Literature  
 ENG-40 World Lit I: Ancient Lit to 1650

ENG-41 World Lit II: 1650 C.E. through  
 FST-5 Fiction and Film: Adaptation  
 HIS-1 History of World Civilizations I  
 HIS-2 History of World Civilizations II  
 HIS-4 History of the Western Civil.  
 HIS-5 History of the Western Civil.  
 HIS-6 or 6H: Political & Social History US  
 HIS-7 or 7H Political & Social History U.S.  
 HIS-8 History of the Americas  
 HIS-9 History of the Americas

**C-2: Humanities (continued):**

HIS-11 Military History of the US  
 HIS-12 Military History of the US  
 HIS-14 African American History I  
 HIS-15 African American History II  
 HIS-21 History of Ancient Greece  
 HIS-22 History of Ancient Rome  
 HIS-26 History of California  
 HIS-30 Introduction to Chicano Studies\*  
 HIS-31 Introduction to Chicano Studies\*  
 HIS-34 History of Women in America\*  
 HIS-35 History of England  
 HUM-4 Arts and Ideas: Ancient World or  
 HUM-4H Honors Arts and Ideas: Ancient

HUM-5 Arts and Ideas: Renaissance or  
 HUM-5H Honors Arts and Ideas: Renaiss  
 HUM-8 Introduction to Mythology  
 HUM-10 World Religions or  
 HUM-10H Honors World Religions  
 HUM-23 The Bible as Literature  
 HUM-35 Philosophy of Religion  
 MAT-32 Introduction to Symbolic Logic  
 MIL-1 Military History of the US to 1900  
 MIL-2 Military History of the US since 1900  
 PHI-10/10H Introduction to Philosophy  
 PHI-12 Introduction to Ethics:  
 Contemporary Moral Issues

PHI -15 Bio-Medical Ethics  
 PHI-32 Introduction to Symbolic Logic  
 PHI-35 Philosophy of Religion  
 SPA-1 Spanish 1 or  
 SPA-1H Honors Spanish 1  
 SPA-2 Spanish 2  
 SPA-2H Honors Spanish 2  
 SPA-3 Spanish 3  
 SPA-3N Spanish for Spanish Speakers  
 SPA-4 Spanish 4  
 SPA-8 Intermediate Conversation  
 SPA-11 Spanish Culture and Civil  
 SPA -12 Latin American Culture

**D. Social Sciences (min. 9 semester units) – Select three courses from at least two disciplines:****D-1: Anthropology**

ANT-2 Cultural Anthropology  
 ANT-3 Prehistoric Cultures  
 ANT-5 Cultures of Ancient Mexico  
 ANT-6 Introduction to Archaeology  
 ANT-7 Anthropology of Religion  
 ANT-8 Language and Culture

**D-2: Economics:**

ECO-4 Introduction to Economics  
 ECO-5 Economics of the Environment  
 ECO-6 Intro to Political Economy  
 ECO-7 Principles of Macroeconomics  
 ECO-7H Honors Principles of Macro  
 ECO-8 Principles of Microeconomics

**D-3: Ethnic Studies:**

ANT-4 Native American Cultures  
 HIS-15 African American History II  
 HIS-30 Introduction to Chicano Studies  
 HIS-31 Introduction to Chicano Studies  
 SOC-10 Race and Ethnic Relations

**D-4: Gender Studies:**

COM-13 Gender Communication  
 HIS-34 History of Women in America

**D-5: Geography:**

GEG-2 Human Geography  
 GEG-3 World Regional Geography

**D-6: History:**

HIS-1 History of World Civilizations I\*  
 HIS-2 History of World Civilizations II\*  
 HIS-4 History of Western Civilizations I\*  
 HIS-5 History of Western Civilizations II\*  
 HIS-6 Political and Social History of the US\*or  
 HIS-6H Honors Political & Social History US  
 HIS-7 Political & Social History of U.S.\* or  
 HIS-7H Honors Political & Social History US \*  
 HIS-8 History of the Americas  
 HIS-9 History of the Americas  
 HIS-11 Military History of the US to 1900  
 HIS-12 Military History of the US since 1900  
 HIS-14 African American History I  
 HIS-21 History of Ancient Greece  
 HIS-22 History of Ancient Rome  
 HIS-26 History of California  
 HIS-30 Introduction to Chicano Studies\*  
 HIS-31 Introduction to Chicano Studies\*  
 HIS 35 History of England  
 MIL-1 Military History of the US to 1900  
 MIL-2 Military History of the US since 1900

**D-7: Interdisciplinary Social or Behavioral**

COM-9 Interpersonal Communication or  
 COM-9H Honors Interpersonal Com.  
 COM-12 Intercultural Communication  
 EAR-20 Child Development  
 EAR 42 Child, Family and Community Dynamics

**D-8: Political Science, Gov. and Inst.:**

POL-1 American Politics or  
 POL-1H Honors American Politics  
 POL-2 or 2H Comparative Politics  
 POL-4 Intro. to World Politics or  
 POL-4H Honors Intro. to World Politics  
 POL-6 Introduction to Political Economy  
 POL-11 Political Theory

**D-9: Psychology:**

PSY-1 General Psychology  
 PSY-8 Introduction to Social Psychology  
 PSY-9 Developmental Psychology  
 PSY-33 Theories of Personality  
 PSY-35 Abnormal Psychology

**D-0: Sociology and Criminology:**

SOC-1 Introduction to Sociology  
 SOC-2 American Social Problems  
 SOC-12 Marriage and Family Relations  
 SOC-20 Introduction to Criminology

**E. Lifelong Learning and Self-Development (min. 3 semester units)**

BIO-30 Human Reproduction  
 EAR-20 Child Development  
 EAR-42 Child, Family and Community  
 GUI-47 Career Exploration/Life Planning  
 GUI-48 College Success Strategies  
 HES-1 Health Science  
 KIN-4 Nutrition  
 KIN-35 Foundation for Fitness and Wellness  
 KIN-36 Wellness: Lifestyle Choices

KIN-38 Stress Management  
 PSY-9 Developmental Psychology  
 PSY-33 Theories of Personality  
 SOC-12 Marriage and Family Relations

*Veterans who submit a DD214 will be awarded 3 units of credit and cleared area E on CSUGE*

**United States History, Constitution and Government (6 semester units)**

Although this is not part of the general education requirements, it is a CSU graduation requirement that you can complete at a community college before you transfer. HIS-6 or 6H or 7 or 7H may also be used to partially fulfill area C or D. POL-1 or 1H may also be used to partially fulfill area D.

**1. U.S. History (3 units)**

HIS-6 Political and Social History of the U.S.  
 HIS-6H Honors Political and Social History of the U.S.  
 HIS-7 Political and Social History of the U.S.  
 HIS-7H Honors Political and Social History of the U.S.

**2. Constitution and Government (3 units)**

POL-1 American Politics  
 POL-1H Honors American Politics

**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 A-1, A-2, A-3, and B-4 must be completed with grades of "C" or better.
4. Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.
5. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).

**Moreno Valley College**  
**Intersegmental General Education Transfer Curriculum (IGETC) 2013-2014**  
**For Transfer to CSU and UC**

**If you choose to follow the IGETC, you must complete it before you transfer;** otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. 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. **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 (min. 6-9 semester units) -**

**CSU – 3 courses required; select one from each group:**

**UC – 2 courses required; select one from group 1A and one from group 1B:**

**1A - English Composition:**

ENG-1A English Composition or  
 ENG-1AH Honors English Composition

**1B - Critical Thinking – English Composition:**

ENG-1B Critical Thinking and Writing or  
 (Must be taken Fall 1993 or later)  
 ENG-1BH Honors Critical Thinking and Writing

**1C - Oral Communication: (CSU requirement only)**

COM-1 Public Speaking (Formerly SPE-1) or	COM-6 Dynamics of Small Group Communication
COM-1H Honors Public Speaking (Formerly SPE-1H)	COM-9 Interpersonal Communication (Formerly SPE-9) or
COM-2 Persuasion in Rhetorical Perspective	COM-9H Honors Interpersonal Communication

**Area 2 – Mathematical Concepts and Quantitative Reasoning (min. 3 semester units) – select one course:**

MAT-1A Calculus I	MAT-2 Differential Equations	MAT-12 Statistics or
MAT-1B Calculus II	MAT-3 Linear Algebra	MAT-12H Honors Statistics
MAT-1C Calculus III	MAT-10 Precalculus**	MAT-25 A Survey of Mathematics
	MAT-11 College Algebra**	

**Area 3 – Arts and Humanities (min. 9 semester units) –**

**Select three courses, with at least one course from the “Arts and one course from the “Humanities”:**

**3A – Arts:**

ART-1 History of Western Art: Prehistoric,	FST-4 Introduction to Film Genres	MUS-20 Great Composers & Music I
ART-2 History of Western Art: Renaissance	FST-5 Fiction and Film: Adaptation	MUS-21 Great Composers & Music II
ART-6 or 6H Art Appreciation	MUS-3 Fundamentals of Music	MUS-22 Survey of Music Literature
DAN-6 Dance Appreciation	MUS-4 Music Theory I	MUS-25 Jazz Appreciation
FST 1 Introduction to Film Studies	MUS-19 Music Appreciation	MUS-26 Film Music Appreciation
FST-3 Introduction to International Cinema		THE-3 Introduction to the Theatre

**3B – Humanities:**

COM-12 Intercultural Communication*	HIS-9 History of the Americas	HUM-10H Honors World Religions
ENG-6 British Literature I: Anglo-Saxon to 18th Century	HIS-11 Military History of the US to 1900	HUM-23 The Bible as Literature
ENG-7 British Literature II: Romanticism to postmodernism	HIS-12 Military History of the US since 1900	HUM-35 Philosophy of Religion
ENG-8 Introduction to Mythology	HIS-14 African American History I	MIL-1 Military History of the US to 1900
ENG-9 Introduction to Shakespeare	HIS-15 African American History II	MIL-2 Military History of the US since 1900
ENG-14 American Literature I: Pre-Contact to Civil War	HIS-21 History of Ancient Greece	PHI-10 Introduction to Philosophy or
ENG-15 American Literature II: 1860 to the Present	HIS-22 History of Ancient Rome	PHI-10H Honors Introduction to Philosophy
ENG-20 African American Literature	HIS-26 History of California	PHI-12 Introduction to Ethics:
ENG-23 The Bible as Literature	HIS-30 Introduction to Chicano Studies*	Contemporary Moral Issues
ENG-25 Latino Literature of the United States	HIS-31 Introduction to Chicano Studies*	PHI-35 Philosophy of Religion
ENG-35 Images of Women in Literature	HIS-34 History of Women in America*	SPA-2 Spanish 2
ENG-40 World Literature I: From Ancient through 1650 C.E.	HIS-35 History of England	SPA-2H Honors Spanish 2
ENG-41 World Literature II: 1650 C.E. to the Present	HUM-4 Arts and Ideas: Ancient World	SPA-3 Spanish 3
HIS-1 History of World Civilizations I*	Through the Late Medieval Period or	SPA-3N Spanish for Spanish Speakers
HIS-2 History of World Civilizations II*	HUM-4H Honors Arts and Ideas: Ancient World	SPA-4 Spanish 4
HIS-4 History of Western Civilizations I*	Through the Late Medieval Period	SPA-8 Intermediate Conversation
HIS-5 History of Western Civilizations II*	HUM-5 Arts and Ideas: The Renaissance through	SPA-11 Spanish Culture and Civilization
HIS-6 Political and Social History of the U.S.* or	The Modern Era or	SPA-12 Latin American Culture and Civ.
HIS-6H Honors Political and Social History of US*	HUM-5H Honors Arts and Ideas The Renaissance	
HIS-7 Political and Social History of the U.S.*	Through the Modern Era	
HIS-7H Honors Political and Social History of US *	HUM-8 Introduction to Mythology	
HIS-8 History of the Americas	HUM-10 World Religions or	

**Area 4 – Social and Behavioral Sciences (min. 9 semester units) – Select three courses from at least two disciplines:**

ANT-1 Physical Anthropology*	HIS-5 History of Western Civilization	MIL-2 Military History of the US since 1900
ANT-2 Cultural Anthropology	HIS-6 Political and Social History of the U.S.*	POL-1 American Politics or
ANT-4 Native American Cultures	HIS-6H Honors Political and Social History	POL-1H Honors American Politics
ANT-7 Anthropology of Religion	HIS-7 Political and Social History of the US *	POL-2 Comparative Politics
ANT-8 Language and Culture	HIS-7H Honors Political and Social History	POL-2H Honors Comparative Politics
COM-12 Intercultural Communication*	HIS-8 History of the Americas	POL-4 Introduction to World Politics or
COM-13 Gender Communication	HIS-9 History of the Americas	POL-4H Honors Introduction to World Politics
EAR-20 Child Development	HIS-11 Military History of the US to 1900	POL-6 Introduction to Political Economy
ECO-4 Introduction to Economics**	HIS-12 Military History of the US since 1900	POL-11 Political Theory
ECO-5 Economics of the Environment	HIS-14 African American History I	PSY-1 General Psychology
ECO-6 Introduction to Political Economy	HIS-15 African American History II	PSY-2 Biological Psychology
ECO-7 Principles of Macroeconomics or	HIS-21 History of Ancient Greece	PSY-8 Introduction to Social Psychology
ECO-7H Honors Principles of Macroeconomics	HIS-22 History of Ancient Rome	PSY-9 Developmental Psychology
ECO-8 Principles of Microeconomics	HIS-26 History of California	PSY-33 Theories of Personality
GEG-2 Human Geography	HIS-30 Introduction to Chicano Studies*	PSY-35 Abnormal Psychology
GEG-3 World Regional Geography	HIS-31 Introduction to Chicano Studies*	SOC-1 Introduction to Sociology
HIS-1 History of World Civilizations I*	HIS-34 History of Women in America*	SOC-2 American Social Problems
HIS-2 History of World Civilizations II*	HIS-35 History of England	SOC-10 Race and Ethnic Relations
HIS-4 History of Western Civilization	MIL-1 Military History of the US to 1900	SOC-12 Marriage and Family Relations
		SOC-20 Introduction to Criminology

**Area 5 – Physical and Biological Sciences (min. 7 semester units) – Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:****5A – Physical Science:**

AST-1A Introduction to Astronomy	CHE-2A Introductory Chemistry I**	PHY-4A Mechanics**
AST-1B Introduction to the Stars	CHE-2B Introductory Chemistry II**	PHY-4B Electricity and Magnetism**
CHE-1A General Chemistry I	GEG-1 Physical Geography	PHY-4C Heat, Light and Waves**
CHE-1AH Honors General Chemistry I	GEG-1H Honors Physical Geography	PHY-4D Modern Physics**
CHE-1B General Chemistry II	GEG-1L Physical Geography Laboratory	PHY-10 Introductory General Physics**
CHE-1BH Honors General Chemistry II	(GEG-1L has a Co-requisite of GEG-1 or 1H)	PHY-11 Physics Lab
	PHS-1 Introduction to Physical Science	(PHY-11 has a Co-requisite of PHY-10)

**5B - Biological Science:**

AMY-2A Anatomy and Physiology I	BIO-1 General Biology	BIO-17 Human Biology
AMY-2B Anatomy and Physiology II	BIO-11 Introduction to Molecular and Cellular Biology	BIO-34 Human Genetics
AMY-10 Survey of Human Anatomy and Physiology	BIO-12 Introduction to Organismal and Population Biology	MIC-1 Microbiology
ANT-1 Physical Anthropology*		PSY-2 Biological Psychology

**5C - Lab Science: This requirement is satisfied by completion of any one course from area 5A or 5B with a laboratory. Lab courses are underlined.****Area 6 – Languages Other Than English (Select one course – UC requirement only):****6A:**

AML-1 American Sign Language I	SPA-1H Honors Spanish 1	SPA-3 Spanish 3
AML-2 American Sign Language II	SPA-2 Spanish 2	SPA-3N Spanish For Spanish Speakers
SPA-1 Spanish 1		SPA-4 Spanish 4

**6B:** Proficiency equivalent to two years of high school in the same language. (Students from non-English speaking countries should see a counselor for language proficiency equivalencies.)

**CSU Graduation Requirement Only in United States History, Constitution and Government (6 semester units)**

Although this is not part of the IGETC, it is a CSU graduation requirement that you can complete at a community college before you transfer. Complete one from each area  
 Area 1) US History (3 Units) HIS-6 or 6H or 7 or 7H; may also be used to partially fulfill area 3B or 4.  
 Area 2) Constitution and Government (3 Units) POL-1 or 1H may also be used to partially fulfill area 4.

**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. 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.
4. A score of 3, 4, or 5 on an Advanced Placement exam can be used to satisfy all areas on the IGETC except for the 1B - Critical Thinking-English Composition and 1C -Oral Communication requirements.





**Section V**  
**CURRICULAR PATTERNS**

## WORKSHOP COURSES

Each discipline of the college has the option of developing workshop courses that are specifically designated to be experimental courses. (They are developed by faculty members in the discipline and receive curriculum committee approval prior to being offered.) Workshop courses cannot be used to satisfy specific graduation requirements; however, they may be used as elective credit for the Associate degree. Courses with this designation may be periodically found in the semester schedule of classes.

## COOPERATIVE WORK EXPERIENCE EDUCATION

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

## 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.

## 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.

### Units Determination:

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

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

Hours Worked Per Week		Students should enroll in:
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)	1 unit

Accounting  
Administration of Justice  
Air Conditioning and Refrigeration  
Applied Digital Media and Printing

Architecture  
Art  
Automotive Body  
Automotive Technology  
Biotechnology  
Business Administration

Community Interpretation	Human Services
Computer Applications and Office Technology	Journalism
Computer Information Systems	Kinesiology
Construction Technology	Machine Shop
Cosmetology	Management
Dance	Manufacturing
Dental Hygiene	Marketing
Dental Technology	Medical Assisting
Early Childhood Education	Music
Education	Nursing
Electronics	Paralegal Studies
Engineering	Photography
Film, Television and Video	Real Estate
Fire Technology	Theater Arts
	Welding

## HIGH SCHOOL COURSES

### Foreign Languages

Two years of high school study in the same language with an earned grade of "C" or better for each course are equivalent to the first level of the same language at RCCD (for example, two years of Spanish in high school are equal to Spanish I at RCCD.)

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the web at <http://www.mvc.edu/assessment/chemistry.cfm>.

### Articulated Courses

The Riverside Community College District (RCCD) and Secondary Education District articulation process provides a method by which college credit can be given for articulated high school and ROP courses, thereby creating a seamless transition from secondary to post-secondary education. Articulation means an agreement has been reached and the student will receive college credit for a specific high school or ROP course(s). Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, correlating grade requirements, and instructions on how to receive credit by going to [www.explorecte.com/articulation](http://www.explorecte.com/articulation).

For further information or assistance, please contact the Career and Technical Education Projects office, 951-222-8963.

## ALVORD UNIFIED SCHOOL DISTRICT

Accounting Principles (CAT/ACC 55)  
Anatomy/Physiology (AMY 10)  
Architectural Design 1 (ARE 24)  
CADD Computer Aided Drafting and Design (ENE 30)  
Computer Keyboarding (CAT 53)  
Drafting 2 (ENE 21)  
Web Design (ADM 74)  
Word Processing (CAT 50)

## ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EMT (EMS 50 & EMS 51)

## COLTON JOINT UNIFIED SCHOOL DISTRICT

Advanced Keyboarding/Computer Literacy (CAT 50)  
Microsoft Word (CAT/CIS 34A)

**CORONA NORCO UNIFIED SCHOOL DISTRICT**

Anatomy/Physiology 1A/1B (AMY 10)  
 Architecture Design 1A-1B (ARE 24 & ARE 25)  
 Auto 2A/2B (AUT 50)  
 Business Procedures (CAT 61)  
 Computer Aided Drafting 2A-2B (ENE 42)  
 Design Manufacturing Technology 1A & 1B (MAN 52)  
 Electronics 1A-1B (ELE 21)  
 Introduction to Engineering & Architecture 1A-1B (ENE 21 & ENE 30)  
 Photography 1A & 1B (PHO 8)  
 Technology Applications 2A/2B (CIS 1A)

**COLTON REDLAND YUCAIPA ROP (CRY-ROP)**

American Sign Language II (AML 1)  
 Automotive General Service Technician (AUT 50)  
 CISCO Internetworking Level 1 (CIS 26A)  
 CISCO Internetworking Level 2 (CIS 26B)  
 CISCO Internetworking Level 3 (CIS 26C)  
 CISCO Internetworking Level 4 (CIS 26D)  
 Construction Technology (CON 60)  
 Desktop Publishing & Printing (ADM 1)  
 Fundamental Webpage Design (ADM 74)  
 Microsoft Office (CAT/CIS 93)  
 The Art of Animation (ART 44)  
 Welding Occupations (WEL 15)

**CALIFORNIA SCHOOL FOR THE DEAF**

Construction Technology (CON 60)

**JURUPA UNIFIED SCHOOL DISTRICT**

Accounting 1 (CAT/ACC 55)  
 Auto 1 (AUT 50)  
 Digital Photo 1 (PHO 20)  
 Introduction to Business 1 & 2 (BUS 10)  
 Photography 1 (PHO 8)  
 Photography 2 (PHO 9)  
 Television Broadcasting (FTV 67)  
 Video Production (FTV 67)  
 Web Design (ADM 74)

**LAKE ELSINORE UNIFIED SCHOOL DISTRICT**

Advanced Engineering Design w/Solidworks (ENE 42)  
 Design 2 (ADM 71)  
 Manufacturing & Materials Engineering 1 (WEL 34)  
 Manufacturing & Materials Engineering 2 (WEL 35)

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**

Advanced Engineering Drawing (ENE 31)  
 Accounting 1 (CAT/ACC 55)  
 Anatomy and Physiology (AMY 10)  
 Architecture Design (ARE 24)  
 Automotive Technology I & II (AUT 50)  
 Digital Electronics (ELE 25)  
 Engineering Drawing 1 & 2 (ENE 21)  
 Healthcare Level 1&2 (HET 79)  
 Photography 101 (PHO 8 & PHO 9)  
 Principles of Engineering (ENE 10 & ENE 60)  
 Web Design (ADM 74)

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

Automotive Technology (AUT 50)  
 Drafting 1 (ENE 21)

**NUVIEW UNION SCHOOL DISTRICT**

American Sign Language (AML 1)  
 Anatomy and Physiology (AMY 10)  
 Computer 1 (CAT/CIS 93)  
 Photography (PHO 20)

**RIVERSIDE COUNTY OFFICE OF EDUCATION CTE/ROP**

Allied Health Occupations (HET 79)  
 Auto Collision & Refinishing (AUB 50)  
 Automotive Technology (AUT 50)  
 CIS Microsoft Office Tools I (CAT/CIS 34A)  
 CIS Microsoft Office Tools II (CAT/CIS 98A)  
 Construction Technology (CON 60)  
 Digital Imaging (ADM 71)  
 Digital Photography I (PHO 20)  
 Emergency Medical Tech (EMS 50 & 51)  
 Graphics Technology (ADM 1)  
 Maintenance Mechanics (MAN 60 & MAN 61)  
 Masonry Occupations (CON 81, 82, 83, 84, 85, & 86)  
 Nurse Assistant (HET 80)  
 TV/Video Level I (FTV 67)  
 Website Design & Development (ADM 74)

**REDLANDS UNIFIED SCHOOL DISTRICT**

Advanced Multimedia Design #0962 (FTV 67)

**RIVERSIDE UNIFIED SCHOOL DISTRICT**

Advanced Digital Video Production or Media/Arts Academy III (FTV 67)  
 Advanced Web Design (ADM 74)  
 Anatomy and Physiology (AMY 10)  
 Beginning Computer Class (CAT/CIS 93)  
 CCNA 1 (CIS 26A)  
 CCNA 2 (CIS 26B)  
 Certified Nursing Assistant (HET 80)  
 Digital Electronics (ELE 25)  
 Health & Bioscience Academy I (FIT E2A)  
 Health & Bioscience Academy II (HET 79 & MDA 1A)  
 Keyboarding/Tech Tool I (CAT 50)  
 Medical Assistant Course A: Front & Back Office (MDA 54)  
 Medical Terminology (MDA 1A)  
 Principles of Engineering (ENE 10 & ENE 60)

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Adobe Prep I & II (ADM 71)  
 Automotive Technology A & B (AUT 50)  
 CISCO Academy 1A (CIS 26A)  
 CISCO Academy 1B (CIS 26B)  
 CISCO Academy 2A (CIS 26C)  
 CISCO Academy 2B (CIS 26D)  
 Construction Occupations A/B (CON 60)  
 Introduction to Accounting (CAT/ACC 55)

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS (SBCSS) ROP**

Computer Aided Drafting (ENE 21 & ENE 30)

### TEMECULA VALLEY UNIFIED SCHOOL DISTRICT American Sign Language 2 (AML 1)

### VAL VERDE UNIFIED SCHOOL DISTRICT

Anatomy and Physiology (AMY 10)

Business Computers (CAT/CIS 3)

CISCO Academy 1A (CIS 26A)

CISCO Academy 1B (CIS 26B)

CISCO Academy 2A (CIS 26C)

CISCO Academy 2B (CIS 26D)

Computer Essentials (CAT/CIS 34A)

Web Page Design & Development (ADM 74)

### CAREER AND TECHNICAL EDUCATION PROGRAMS

Moreno Valley College offers Associate in 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 in 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.

#### Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Moreno Valley College must file an official application. Admission to Moreno Valley College is regulated by state law as prescribed in the California Education Code.

#### Certificate Course Requirements

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

### ASSOCIATE IN 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 18 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 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.



Program	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494	NAA494*	AA494*
American Studies			•	MAA492		AA492*
Communications, Media & Languages			•	MAA495	NAA495*	AA495*
Fine & Applied Arts			•	MAA496	NAA496*	AA496*
Humanities, Philosophy & Arts			•	MAA497	NAA497*	AA497*
Kinesiology, Health and Wellness			•	MAA498	NAA498*	AA498*
Social & Behavioral Studies			•	MAA499	NAA499*	AA499*
Math and Science			•	MAS493	NAS493	AS493*
 Associate Degree for Transfer™						
Administration of Justice						
With CSUGE pattern						AS642*
With IGETC pattern						AS643*
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
English						
With CSUGE pattern			•		NAA648*	AA648*
With IGETC pattern			•		NAA649*	AA649*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Music						
With CSUGE pattern			•			AA704*
With IGETC pattern			•			AA705*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Studio Arts						
With CSUGE pattern			•		NAA693*	
With IGETC pattern			•		NAA694*	
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

\*50% or more of the certificate/degree may be completed online

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504/MCE504	NAS504/NCE504	AS504*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•				NCE785	CE785*
Law Enforcement		•	•	MAS563/MCE563		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>		•	•			AS653/CE653
Basic Electronic Prepress	•					CE822
Basic Graphic Design	•					CE823
New Media and Interactive Design	•					CE821
<b>ARCHITECTURE</b>		•	•		NAS509/NCE509	
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Body Repair		•	•			AS511/CE511
Automotive Trim and Upholstery		•	•			AS516/CE516
Electrical		•	•			AS513/CE513
Ford Specialty			•			AS519
General Motors Specialty			•			AS583
Mechanical		•	•			AS515/CE515
<b>BANK OPERATIONS</b>	•					CE625*
<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523/MCE523	NAS523/NCE523	AS523/CE523
Banking and Finance Concentration		•	•			AS631*/CE631*
General Business Concentration		•	•	MAS524/MCE524	NAS524/NCE524*	AS524*/CE524*
Human Resources Concentration		•	•		NAS623/NCE623*	AS623/CE623
Logistics Management Concentration		•	•		NAS580/NCE580*	
Management Concentration		•	•	MAS521/MCE521	NAS521/NCE521*	AS521*/CE521*
Marketing Concentration		•	•	MAS525/MCE525	NAS525/NCE525*	AS525*/CE525*
Real Estate Concentration		•	•	MAS527/MCE527	NAS527/NCE527*	AS527/CE527
Entrepreneurship		•	•			AS531*/CE531*
Insurance		•	•			AS629*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854	
<b>COMMERCIAL MUSIC</b>		•	•		NAA645/NCE645	
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557/MCE557		

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					CE812*
Virtual Assistant	•					CE677*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726/MCE726	NAS726/NCE726	AS726*/CE726*
Computer Programming		•	•	MAS728/MCE728	NAS728/NCE728	AS728*/CE728*
Desktop Publishing		•	•		NAS647/NCE647*	
E-Commerce	•					CE807*
Java Programming	•				NCE809	CE809*
Mobile Application Development		•	•		NAS725/NCE725	
Relational Database Mgmt Tech	•					CE816*
Simulation and Gaming		•	•	MAS739/MCE739	NAS739/NCE739	
Systems Development	•					CE806*
Web Master-Web Designer	•			MCE820	NCE820	CE820
Web Master-Web Developer	•			MCE843	NCE843	CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					CE673
<b>CULINARY ARTS</b>		•	•			AS561/CE561
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724		
<b>DENTAL LABORATORY TECHNOLOGY</b>		•	•	MAS723/MCE723		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544/MCE544	NAS544/NCE544	AS544*/CE544*
ECE/Asst Teacher	•			MCE795	NCE795	CE795*
ECE/Twelve Core Units	•			MCE797	NCE797	CE797*
Early Childhood Intervention Asst		•	•	MAS601/MCE601	NAS601/NCE601	AS601/CE601*
Infant and Toddler Specialization	•			MCE681	NCE681	CE681
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603/MCE603*		AS603*/CE603*

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<b>ELECTRONICS TECHNOLOGY</b>						
Digital Electronics		•	•		NAS656/NCE656	
Electronics Technology		•	•		NAS546/NCE546	
Green Technician	•				NCE856	
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MCE585		
<b>ENGINEERING</b>						
Civil Engineering Technician		•	•		NAS550/NCE550	
Engineering Graphics	•				NCE796	
Engineering Technology			•		NAS551	
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555/MCE555		
Chief Officer		•	•	MAS826/MCE826		
Fire Officer		•	•	MAS827/MCE827		
Firefighter Academy		•	•	MAS669/MCE669		
<b>HUMAN SERVICES</b>		•	•	MAS663/MCE663		AS663/CE663
Employment Support Specialization	•			MCE802		CE802
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597/CE597
Coaching Emphasis		•	•			AS599/CE599
Fitness Professions Emphasis		•	•			AS595/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579/NCE579	
<b>MANUFACTURING TECHNOLOGY</b>						
Automated Systems Technician		•	•		NAS737/NCE737	
Computer-Aided Production Technology	•				NCE799	
Computer Numerical Control Programming		•	•		NAS655/NCE655	
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718/MCE718		
Medical Transcription		•	•	MAS701/MCE701		
<b>MUSIC</b>			•	MAA564		AA680
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586
Vocational Nursing		•	•			AS588/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
PHOTOGRAPHY		•	•			AS592/CE592
PHYSICIAN ASSISTANT		•	•	MAS501/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536/NCE536*	AS536*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505/CE505
<b>SIMULATION AND GAME DEVELOPMENT</b>						
Game Art: 3D Animation		•	•		NAS686/NCE686	
Game Art: Character Modeling		•	•		NAS687/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NCE688	
Game Art Core	•				NCE855	
Game Audio		•	•		NAS684/NCE684	
Game Design		•	•		NAS685/NCE685	
Game Programming		•	•		NAS691/NCE691	
SPEECH LANGUAGE PATHOLOGY ASSISTANT		•	•	MAS697/MCE697		
SUPPLY CHAIN TECHNOLOGY		•	•		NAS608/NCE608	
<b>WELDING TECHNOLOGY</b>		•	•			AS606/CE606
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

\*50% or more of the certificate/degree may be completed online

Location	Program & Program Code	Locally Approved Certificate	State Approved Certificate	Associate Degree
<b>MORENO VALLEY COLLEGE</b>				
Ben Clark Training Center				
	Administration of Justice MAS504/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement MAS563/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic MAS585/MCE585		•	•
	Fire Technology MAS555/MCE555		•	•
	Chief Officer MAS826/MCE826		•	•
	Fire Officer MAS827/MCE827		•	•
	Firefighter Academy MAS669/MCE669		•	•

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at <http://www.rccd.edu/academicprograms/Pages/index.aspx>

**PROGRAMS AND CERTIFICATES****R=Riverside; M=Moreno Valley; N=Norco****ACCOUNTING**See [BUSINESS ADMINISTRATION](#)**ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MNR) MAS504/MCE504**

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.

**Certificate Program****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 in Science Degree**

The Associate in 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.

**ADMINISTRATION OF JUSTICE/ (M) MAS563/MCE563****LAW ENFORCEMENT**

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. The program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities. Potential occupations include local

police officers, deputy sheriffs, transit or railroad police; state police and highway patrol officers, fish and game wardens, or park rangers; or federal special agents, investigators and marshals.

**Certificate Program****Program Learning Outcomes**

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

- Analyze the various aspects of police work
- Identify minimum competencies in police functions of most frequent occurrence
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure
- Compare and contrast the concepts of uniformity in police practices and procedures.

Required Courses (36-39 units)		Units
ADJ-B1B	Basic Peace Officer Training Academy	39
	or	
	Reserve Training Module Format	36
ADJ-R1A2	Level III Modular Academy Training	6.5
ADJ-R1B	Level II Reserve Officer Training	11
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	18.5

**Associate in Science Degree**

The Associate in Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL (M) MCE783 DEPUTY ACADEMY****Certificate Program**

Required Courses (13 units)		Units
ADJ-C1D	Basic Correctional Deputy Academy (C)	13

**ADMINISTRATION OF JUSTICE BASIC PUBLIC SAFETY (M) MCE784 DISPATCH COURSE****Certificate Program**

Required Courses (5 units)		Units
ADJ-D1A	Basic Public Safety Dispatch Course	5

**BUSINESS ADMINISTRATION**

**Certificate Program**

**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.

**Major Core Requirements:**

Required Courses (18 units)	Units
ACC-1A Principles of Accounting I	3
BUS-10 Introduction to Business	3
BUS-18A Business Law I	3
BUS-20 Business Mathematics	3
BUS-22 Management Communications	3
CIS-1A Introduction to Computer Information Systems	3
or	
BUS/CIS/CAT-3 Computer Applications for Business	3

**Major Concentration Requirements (12 units)**

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

Accounting	12
General Business	12
Management	12
Marketing	12
Real Estate	12

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

**Associate in Science Degree**

The Associate in Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ACCOUNTING CONCENTRATION (MNR) MAS523/MCE523**

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**

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.

Business Administration Major Core Requirements	18
Required for this concentration	3

ACC-1B Principles of Accounting II	3
and	
Select another 9 units from the following:	9

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	1-2-3-4
BUS/MAG-47 Applied Business and Management Ethics	3

**GENERAL BUSINESS CONCENTRATION (MNR) MAS524/MCE524**

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**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the General Business concentration, students should be able to accomplish four of the following seven tasks:

- 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.

Business Administration Major Core Requirements	18
Select another 12 units from the following:	12
ACC-1B Principles of Accounting II	3
or	
ACC-38 Managerial Accounting	3
BUS-18B Business Law II	3
BUS-40 International Business-Principles	3
BUS/MAG-47 Applied Business and Management Ethics	3
BUS-80 Principles of Logistics	3
BUS-200 Business Administration Work Experience	1-2-3-4
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3

#### MANAGEMENT CONCENTRATION (MNR) MAS521/MCE521

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

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.

Business Administration Major Core Requirements	18
Required for this concentration	3
MAG-44 Principles of Management	3
and	
Select another 9 units from the following:	9
MAG-46 Contemporary Quality Systems Management	3
MAG/BUS-47 Applied Business and Management Ethics	3
MAG-53 Human Relations	3
MAG-56 Human Resources Management	3
MAG-60 Introduction to Hospitality Management	3

MAG-200 Management Work Experience	1-2-3-4
BUS-48 International Management	3

#### MARKETING CONCENTRATION (MNR) MAS525/MCE525

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

#### Program Learning Outcomes

In addition to outcomes for the Business Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Business Administration Major Core Requirements	18
Required for this concentration	3

MKT-20 Principles of Marketing	3
and	

Select another 9 units from the following:

MKT-40 Advertising	3
MKT-41 Techniques of Selling	3
MKT-42 Retail Management	3
MKT-200 Marketing Work Experience	1-2-3-4
BUS-43 International Business-Marketing	3
BUS-51 Principles of Electronic-Commerce	3
BUS-80 Principles of Logistics	3

#### REAL ESTATE CONCENTRATION (MNR) MAS527/MCE527

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

In addition to outcomes for the Business Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:

- 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.

Business Administration Major Core Requirements	18
Select another 12 units from the following:	12
RLE-80 Real Estate Principles	3
RLE-81 Real Estate Practices	3
RLE-82 Legal Aspects of Real Estate	3
RLE-83 Real Estate Finance	3
RLE-84 Real Estate Appraisal	3
RLE-85 Real Estate Economics	3
RLE-86 Escrow Procedures I	3
RLE-200 Real Estate Work Experience	1-2-3-4

**COMMUNITY INTERPRETATION**

**COMMUNITY INTERPRETATION (M) MAS557/MCE557**

The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.

**Certificate Program**

**Program Learning Outcomes**

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

- Sight translate legal, business and medical documents from English into Spanish and from Spanish into English.
- Consecutively interpret speech from English into Spanish and Spanish into English in legal, business, and medical settings.
- Demonstrate knowledge of professional associations existing in the fields of translation and interpreting.
- Demonstrate effective use of resources such as dictionaries and the internet in performing terminological research.
- Demonstrate knowledge of protocol appropriate to setting in which student is interpreting.
- Demonstrate knowledge of terminology appropriate to setting in which student is interpreting.
- Demonstrate knowledge of appropriate entry-level positions available in the job market for interpreters.
- Demonstrate knowledge of appropriate venues for further study in Translation and Interpreting.

Required Courses (18 units)	Units
CMI-61 Introduction to Spanish English Translation	3
CMI-71 Bilingual Interpretation for the Medical Professions	6
CMI-81 Bilingual Interpretation for the Legal Professions	6
CMI-91 Introduction to Translation and Interpretation for Business	3

**Associate in Science Degree**

The Associate in Science Degree in Community Interpretation will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**COMPUTER INFORMATION SYSTEMS**

This program focuses on computers, computing problems and solutions, and design of computers systems and user interfaces from a scientific perspective. This includes instruction in their principles of computation science, and computing theory; computer hardware design; computer development and programming; and application to a variety of end-use situations.

**COMPUTER APPLICATIONS (MNR) MAS726/MCE726**

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

**Certificate Program**

**Program Learning Outcomes**

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

- Describe and use operating system software.
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

**Required Courses (31.5-32.5 units) Units**

CIS-1A Introduction to Computer Information Systems	3
CIS-1B Advanced Concepts in Computer Information Systems	3
CIS/CSC-5 Programming Concepts and Methodology I: C++	4
or	
CIS/CSC-28A MS Access Programming	3
CIS/CSC-21 Introduction to Operating Systems	3
CIS-95A Introduction to the Internet	1.5
CAT-31 Business Communications	3
or	
BUS-22 Management Communications	3
Electives 1 (Choose from list below)	7.5
Electives 2 (Choose from list below)	7.5

**Electives 1 (7.5 units)**

CIS/CSC-2 Fundamentals of Systems Analysis	3
CIS-23 Software and End User Support	3
CIS/CSC-25 Data Communications	3
CIS/CSC-61 Introduction to Databases	3
CIS/CAT-80 Word Processing: Microsoft Word for Windows	3
CIS/CAT-84 Word Processing: WordPerfect for Windows	3
CIS/CAT-98B Advanced Excel	1.5

## Electives 2 (7.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76A	Introduction to Microsoft Expression Web	3
CIS-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

**Associate in Science Degree**

The Associate in Science Degree in Computer Information Systems, Computer Applications will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**COMPUTER PROGRAMMING (MNR) MAS728/MCE728**

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.

**Certificate Program****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)

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)

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 in Science Degree**

The Associate in Science Degree in Computer Information Systems, Computer Programming will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**SIMULATION AND GAMING: GAME ART (MN) MAS739/MCE739**

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

**Certificate Program****Program Learning Outcomes**

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

## Required Courses (36 units)

		Units
CIS-35	Introduction to Simulation and Game Development	3
GAM-35	Introduction to Simulation and Game Development	3
CIS/GAM-38A	Simulation and Gaming/3D Modeling	4
CIS/GAM-38B	Simulation and Gaming/3D Animation	4
CIS/GAM-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

Electives (6 units)

CIS-36	Introduction to Computer Game Design	3
CIS/GAM-37	Beginning Level Design for Computer Games	3
CIS/GAM-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44A	Beginning Animation Principles	3

**Associate in Science Degree**

The Associate in Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**WEB MASTER (MNR)**

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.

**Certificate Program**

**Core 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.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

Required Courses (17 units)

		Units
Core Requirements (6 units)		
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver	3
or		
ADM-74	Dreamweaver for Graphic Designers	3
In addition, choose one of the concentrations below		11

**WEB DESIGNER CONCENTRATION**

**MCE820**

**Concentration Program Learning Outcomes**

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

- Apply design and visual communication principles to web site, page, and interface design.
- Use Photoshop to create and edit images for use on the web, including photographs, logos, navigation buttons, background images, image maps, and web page design mockups (tracing images).
- Use Flash to create web animations and interactive web sites.

Concentration Required Courses (11 units)

		Units
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	WEB Animation with Flash	3
and		
CIS-56A	Designing Web Graphics	3
or		
CIS-CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
Electives	Choose from the list below	5

Concentration Electives (5 units)

CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63	Adobe InDesign	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
or		
ADM-77A	Adobe Illustrator	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

**WEB DEVELOPER CONCENTRATION**

**MCE843**

**NCE843**

**CE843**

**Concentration Program Learning Outcomes**

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

- 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.

Concentration Required Courses (11 units)

		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3

Electives	(Choose from the list below)	5
<hr/>		
Concentration Electives (5 units)		
CIS-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71	Adobe Photoshop	3
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Web Animation with Flash	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-89	Applied Digital Media Portfolio	1

## DENTAL ASSISTANT

This program prepares individuals to provide patient care, take dental radiographs (x-ray), prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.

### DENTAL ASSISTANT (M)

MAS621/MCE621

#### Certificate Program

#### Program Learning Outcomes

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

- Collect diagnostic data and perform clinical supportive treatments as outlined by the State Dental Practice Act.
- Perform business office procedures as related to dental practices.
- Adhere to the ADAA's Code of Ethical Conduct and apply this to established ethical, legal and regulatory concepts for dental assisting.
- Apply self-assessment skills to promote life-long learning.
- Demonstrate interpersonal and communication skills to effectively interact with diverse population.

Required Courses (36 units)	Units
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<b>Fall:</b>		
DEA-10	Introduction to Dental Assisting and Chairside assisting	4
DEA-20	Infection Control for Dental Assistants	2
DEA-21	Introduction to Radiology for Dental Assistants	2
DEA-22	Introduction to Supervised Externships	1.5
DEA-23	Introduction to Dental Sciences	3
DEA-24	Dental Materials for the Dental Assistant	2
ENG-50	Or Higher +	4

<b>Winter:</b>		
DEA-30	Intermediate Chairside Dental Assisting	2
DEA-31	Radiology for Dental Assistants	1.5
DEA-32	Intermediate Supervised Externships	1

<b>Spring:</b>		
DEA-40A	Advanced Chairside Surgical Dental Assistant	3.5
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	3
DEA-40C	Advanced Chairside Restorative Dental Assistant	5
DEA-41	Dental Office Procedures	1.5

+ This course may be taken prior to entrance into the Dental Assistant Program.

### Associate in Science Degree

The Associate in Science Degree in Dental Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## DENTAL HYGIENE

This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

### DENTAL HYGIENE (M)

MAS724

Program prerequisites: Anatomy and Physiology 2A, Anatomy and Physiology 2B, Communication Studies 1, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Microbiology 1, Kinesiology 4, Psychology 1, and Sociology 1.

### Associate in Science Degree

#### Program Learning Outcomes

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

- Be competent in complying with the Dental Practice Act of California.
- Practice as a competent practitioner.
- Successfully complete the National and State Licensing Examinations.
- Demonstrate behavior that is based on the ethical and moral values as outlined by the American Dental Hygienists' Association.
- Perform dental hygiene services as a level that promotes patient satisfaction.



Required Courses (60.5 units)		Units
<b>First Semester Courses:</b>		
DEH-10A	Pre-Clinic Dental Hygiene #1	2.5
DEH-11	Principles of Dental Hygiene	2
DEH-12A	Principles of Oral Radiology	1
DEH-12B	Oral Radiology Laboratory	1
DEH-13	Infection Control in Dentistry	1
DEH-14	Systems Analysis of Dental Anatomy Morphology, Histology, Embryology	3.5
DEH-15	Head and Neck Anatomy	2
DEH-16	Preventive Dentistry	1
DEH-17	General Pathology	2
<b>First Winter Intersession Courses:</b>		
DEH-10B	Pre-Clinic Dental Hygiene #2	1
DEH-19	Pain Control	1.5
<b>Second Semester Courses:</b>		
DEH-20A	Clinical Dental Hygiene #1	3
DEH-21	Clinical Seminar #1	1
DEH-22	Oral Radiology Interpretation	1
DEH-23	Introduction to Periodontology	2
DEH-24	Ethics	1
DEH-25	Medical/Dental Emergencies	1
DEH-26	Dental Treatment of Geriatric and Medically Compromised	2
DEH-27	Oral Pathology	3
DEH-28	Basic and Applied Pharmacology	2
<b>Summer Session Courses:</b>		
DEH-20B	Clinical Dental Hygiene #2	1
<b>Third Semester Courses:</b>		
DEH-30A	Clinical Dental Hygiene #3	3.5
DEH-31	Clinical Seminar #2	1
DEH-32	Dental Materials	2.5
DEH-33	Periodontology	1
DEH-34	Community Dental Health Education #1	1
DEH-35	Community Dental Health Education Practicum #1	1
DEH-36	Research Methodology	2
DEH-37	Nutrition in Dentistry	1
<b>Second Winter Intersession Courses:</b>		
DEH-30B	Clinical Dental Hygiene #4	1
<b>Fourth Semester Courses:</b>		
DEH-40	Clinical Dental Hygiene #5	4
DEH-41	Clinical Seminar #3	1
DEH-42	Practice Management and Jurisprudence	2
DEH-43	Advanced Periodontology	1
DEH-44	Community Dental Health Education #2	1
DEH-45	Community Dental Health Education Practicum #2	1
DEH-46	Advanced Topics in Dental Hygiene	1

**Associate in Science Degree**

The Associate in Science Degree in Dental Hygiene will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**DENTAL LABORATORY TECHNOLOGY**

This program provides individuals, under the supervision of dentists, to design and construct dental prostheses such as caps, crowns, bridges, dentures, splints, and orthodontic appliances. This includes instruction in dental anatomy, dental materials, ceramics technology, impressions, complete dentures, partial dentures, orthodontics, crowns and bridges, sculpture, bonding and assembly techniques, and equipment operation.

**DENTAL LABORATORY TECHNOLOGY (M) MAS723/MCE723  
Certificate Program**

Required Courses (37 units)		Units
DEN-70	Introduction to Dental Technology	2
DEN-71	Dental Morphology	3
DEN-72A	Dental Materials I	1
DEN-72B	Dental Materials II	1
DEN-74	Dental Anatomy and Physiology	1
DEN-75A	Complete Denture Techniques I	3
DEN-75B	Complete Denture Techniques II	3
DEN-77A	Removable Partial Denture Techniques I	3
DEN-77B	Removable Partial Denture Techniques II	3
DEN-79A	Crown and Bridge Techniques I	3
DEN-79B	Crown and Bridge Techniques II	3
DEN-82	Dental Laboratory Management	1
DEN-85	Orthodontic/Pedodontic Techniques	3
DEN-89A	Dental Ceramics I	3
DEN-89B	Dental Ceramics II	3
DEN-200	Dental Technology Work Experience	1-2-3-4

**Associate in Science Degree**

The Associate in Science Degree in Dental Laboratory Technology 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

This program focuses on the theory and practice of learning and teaching children from birth to age eight; 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.

### EARLY CHILDHOOD EDUCATION (MNR) MAS544/MCE544

This program provides an educational and practical foundation for students interested in working with children from infancy to 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. As students progress through the program they fulfill required coursework for the California Child Development permit and for the Early Childhood education/Assistant certificate, and Early Childhood Education 12 Core Units certificate.

#### Certificate Program

##### Program Learning Outcomes

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

- Use observation to assess child development, curriculum success, an environmental standards of quality, and then implement program adjustments based on assessment outcomes.
- Identify the patterns of development for children ages zero to three in the areas of 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.

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 list below)	6

#### Electives (6 units)

EAR-23	Family Home Child Care Program	3
EAR-31	Home Visiting	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-45	Administration Of Early Childhood Programs II	3
EAR-47	Childhood Stress and Trauma	3
EAR-52	Parenting: Parents as Teachers	1
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EAR-55	Parenting: Common Problems in Infancy and Childhood	1
ART-3	Art for Teachers	3
EDU-1	Introduction to Elementary Classroom Teaching	4
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
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
SOC-45	Childhood and Culture	3

#### Child Development Permit

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate in Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are 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. For child development interactive video information, see [www.academic.rcc.edu/earlychild/permit.jsp](http://www.academic.rcc.edu/earlychild/permit.jsp)

#### Associate in Science Degree

The Associate in 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 INTERVENTION ASSISTANT (MNR)**

**MAS601/MCE601**

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 in 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. For interactive video information about the Child Development Permit, see [www.academic.rcc.edu/earlychild/permit.jsp](http://www.academic.rcc.edu/earlychild/permit.jsp).

**Certificate Program**

**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 (31 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-33	Caring for Infants and Toddlers in Group Settings	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4

EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-26	Health, Safety and Nutrition	3
EAR-31	Home Visiting	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-47	Childhood Stress and Trauma	3

**Associate in Science Degree**

The Associate in Science Degree in Early Childhood Intervention Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate in Science Degree:*

**EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR)**

**MCE795**

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.

**Certificate Program**

**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)****MCE797**

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.

**Certificate Program****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 (MNR)****MCE681**

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.

**Certificate Program****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	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-35	Internship in Infant and Toddler Care	3

**EDUCATION PARAPROFESSIONAL**

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.

**EDUCATION PARAPROFESSIONAL (MR)****MAS603/MCE603****Certificate Program**

Required Courses (28-31 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
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	Political and Social History of the United States	3
or		
HIS-7/7H	Political and Social History of the United States	3
Electives	(Choose from the list below)	8-10

**Recommended Electives (8-10 units)**

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 in Science Degree**

The Associate in 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.

**EMERGENCY MEDICAL SERVICES**

This program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. This includes instruction in basic, intermediate, and advanced EMS procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personal supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of disease and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

**PARAMEDIC (M) MAS585/MCE585**

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate the ability to analyze medical and psycho-social strategies while diagnosing and treating illnesses or injuries.
- Perform assessments and treatments that show integration of modern technology and current treatment protocols.
- Evaluate complex medical and emergency conditions and implement emergency scene management strategies to ensure the health and safety of emergency services workers and patients.
- Defend the use of active listening and communication skills so as to render empathetic, respectful, and compassionate patient care and foster constructive relationships with fellow emergency services workers.

Required Courses (49.5 units)		Units
EMS-60	Patient Assessment and Airway Management	4
EMS-61	Introduction to Medical Pathophysiology	3
EMS-62	Emergency Pharmacology	4
EMS-63	Cardiology	4
EMS-70	Trauma Management	4
EMS-71	Clinical Medical Specialty I	2.5
EMS-80	Medical Emergencies	4.5
EMS-81	Special Populations	4.5
EMS-82	Special Topics	2
EMS-83	Clinical Medical Specialty II	2.5
EMS-90	Assessment Based Management	4.5
EMS-91	Paramedic Field Internship	10

**Associate in Science Degree**

The Associate in Science Degree in Paramedic will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:*

**EMERGENCY MEDICAL TECHNICIAN (M) MCE801**

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate the use of active listening, appropriate touch and multicultural understanding of patients that foster constructive relationships in the pre-hospital setting.
- Perform assessments and treatment strategies that adhere to current national and local protocols.
- Evaluate complex sign and symptoms that will allow them to diagnose and treat patients that are ill and injured.

Required Courses (7 units)		Units
EMS-50	Emergency Medical Services-Basic	6
EMS-51	Emergency Medical Services-Basic Clinical /Field	1

**FIRE TECHNOLOGY**

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.

**CHIEF OFFICER (M) MAS826/MCE826**

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate skills and knowledge that is expected in upper-level management positions within the fire service through the application of leadership, management, and ethical decision-making models.
- Develop mission-specific goals and strategies to support executive leadership in fire department daily operations as well as all-risk emergency situations.
- Analyze intergovernmental relationships between city, count, state and federal agencies as they are defined in that National Incident Management System and the State of California Master Mutual Aid Plan.

Required Courses (19.5 units)		Units
FIT-C2A	Command 2A, Command Tactics At Major Fires	2
FIT-C2B	Command 2B, Management of Major Hazardous Materials Incidents	2
FIT-C2C	Command 2C, High Rise Fire Tactics	2
FIT-C2D	Command 2D, Planning for Large Scale Disasters	2
FIT-C2E	Command 2E, Wild Land Firefighting Tactics	1
FIT-C40	Advanced Incident Command System (I-400)	.5
FIT-M2A	Organizational Development and Human Relations	2
FIT-M2B	Fire Management 2B, Fire Service Financial Management	2
FIT-M2C	Management 2C, Personnel and Labor Relations	2

FIT-M2D	Fire Management 2D, Master Planning in the Fire Science	2
FIT-M2E	Contemporary Issues and Concepts	2

### Associate in Science Degree

The Associate in Science Degree in Fire Technology, Chief Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### FIRE OFFICER (M) MAS827/MCE827

This program is a professional development program designed for experienced firefighters within the firefighting industry. Modeled after the California State Fire Marshal's Fire Officer Certification Program, this program allows students to take courses to satisfy the certification requirements of the State Fire Marshal while simultaneously earning degree credit. The program emphasizes command and leadership principles, and provides breadth in other areas such as fire Investigation, fire Prevention, and training, which are required competencies for Fire Officers.

### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate the ability to manage all-risk emergency incidents at the Fire Officer level.
- Competently apply leadership and management theories and decision-making models as they relate to the local, state and federal emergency response at the Fire Officer Level.
- Analyze complex emergency response scenarios and effectively identify strategies and tactics for successful mitigation.

Required Courses (18.5 units)		Units
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Principles for Command Officers	2
FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Fire Command 1C, I-Zone Firefighting for Company Officers	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2

### Associate in Science Degree

The Associate in Science Degree in Fire Technology, Fire Officer will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### FIRE TECHNOLOGY (M)

### MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

### Certificate Program

#### Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout "Watch Out"; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

Required Courses (23 units)		Units
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-7	Principles of Fire and Emergency Services Safety	3
Electives	(Choose from list below)	5

### Electives (5 units)

EMS-50 and 51	Emergency Medical Services-Basic and Clinical/Field	7
FIT-8	Strategies and Tactics	3
FIT-9	Fire Ground Hydraulics	3
FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Prin for Com Officers	2

FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Fire Com 1C, I-Zone Firefighting for Com Off	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2
CON-61	Materials of Construction	3
GEG/PHS-5	Weather and Climate	3
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Intro to Ethics: Contemporary Moral Issues	3

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

**Associate in Science Degree**

The Associate in Science Degree in Fire Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**FIREFIGHTER ACADEMY (M) MAS669/MCE669 Certificate Program**

**Program Learning Outcomes**

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

- Perform skills that meet National Fire Protection Association Standard 1001 for fire fighter and California State Fire Marshal Standards for fire fighter 1.
- Demonstrate written and verbal communications skills required for entry-level fire fighter positions.
- Analyze emergency and hazardous conditions that are inherent to the firefighting profession.

Required Courses (19 units)		Units
FIT-S3	Basic Firefighter Academy	19

**Associate in Science Degree**

The Associate in Science Degree in Fire Academy will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**GENERAL BUSINESS**

See [BUSINESS ADMINISTRATION](#)

**HUMAN SERVICES**

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

**HUMAN SERVICES (MR) MAS663/MCE663 Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Required Courses (20 units)		Units
HMS-4	Introduction to Human Services	3
HMS-5	Introduction to Evaluation and Counseling	3
HMS-6	Introduction to Case Management	3
HMS-8	Introduction to Group Process	3
HMS-16	Public Assistance and Benefits	1
HMS-200	Human Services Work Experience	1-2-3-4
Electives	(Choose from list below)	6

**Electives (6 units)**

HMS-7	Introduction to Psychosocial Rehabilitation	3
HMS-13	Employment Support Strategies	3
HMS-14	Job Development	3
HMS-18	Introduction to Social Work	3
HMS-19	Generalist Practices of Social Work	3

**Associate in Science Degree**

The Associate in Science Degree in Human Services will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificate may lead to employment competency, but does not lead to an Associate in Science Degree:

**EMPLOYMENT SUPPORT SPECIALIZATION (MR) MCE802**

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

Required Courses (4 units)		Units
HMS-13	Employment Support Strategies	3
HMS-16	Public Assistance and Benefits	1

**MANAGEMENT**

See [BUSINESS ADMINISTRATION](#)

**MARKETING**

See [BUSINESS ADMINISTRATION](#)

**MEDICAL ASSISTING**

This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.

**ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING(M) MAS718/MCE718**

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate competency in clinical and/or administrative skills needed to prepare for an entry level position in Medical Assisting.

Required Courses (22 units)		Units
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-54	Clinical Medical Assisting and Pharmacology	5
MDA-59	Medical Office Procedures	5
Electives	(Choose from list below)	6

**Electives (6 units)**

CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-84	WordPerfect for Windows	3

**Associate in Science Degree**

The Associate in Science Degree in Administrative/ Clinical Medical Assisting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**MEDICAL TRANSCRIPTION (M) MAS701/MCE701**

The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate the skills needed in the Medical Transcription profession.

Required Courses (26 units)		Units
AMY-10	Survey of Human Anatomy and Physiology	3
MDA-1A	Medical Terminology IA	3
MDA-1B	Medical Terminology IB	3
MDA-58A	Medical Transcription	5
CAT-30	Business English	3
Electives	(Choose from list below)	9

**Electives (9 units)**

MDA-58B	Advanced Medical Transcription	3
MDA-60	Survey of Human Diseases	2
MDA-61	Pharmacology for Medical Office Personnel	2
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

**Associate in Science Degree**

The Associate in Science Degree in Medical Assisting/Medical Transcription will be awarded upon completion of the degree



requirements, including general education and other graduation requirements as described in the college catalog.

**MUSIC**

**Music (M) MAA564**

The Associate in Arts in Music from Moreno Valley College offers students a systematic plan of study for developing skills in music theory, musicianship, music literature, collaborative performance, and keyboard proficiency. The program provides students with broad knowledge of the field of film music and/or Western musical history through listening and writing and opportunities to focus on preparation for specific career paths, such as music therapy, musicology, independent studio teaching, or general music. Students planning to transfer to a four-year institution and major in music should consult with a counselor regarding the transfer process and lower division requirements.

**Associate in Arts Degree Program Learning Outcomes**

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

- Demonstrate proficiency in musicianship skills including functional keyboard skills.
- Successfully communicate within the music environment using notation, computer skills, written expression, and oral communication skills.
- Analyze and evaluate notated music using appropriate symbols.
- Compare historical style periods in Western concert from the Middle Ages to the present or to compare film music styles with other styles of music.
- Prepare stylistically sensitive performance interpretations on an instrument or voice.

Required Courses (18 units)		Units
<b>Core Requirements (12 units)</b>		
MUS-4	Music Theory I	4
MUS-22	Survey of Music Literature	3
MUS-19	Music Appreciation	3
or		
MUS-26	Film Music Appreciation	3
Electives	(choose from the list below)	2
<b>Electives (2 units)</b>		
MUS-29	Concert Choir	1
MUS-30	Class Voice	1
MUS-31	College Choir	1
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-37	Class Guitar	1
MUS-38	Beginning Applied Music Training	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

In addition choose and complete courses from one emphasis below:

<b>Music History Emphasis</b>		
<b>Core Requirements</b>		<b>12</b>
and		
MUS-20	Great Composers and Masterpieces of Music before 1820	3
MUS-21	Great Composers/Music Masterpieces After 1820	3
<b>Music Therapy Emphasis</b>		
<b>Core Requirements</b>		<b>12</b>
and		
MUS-5	Music Theory II	4
Take two of the following (2 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
<b>General Music Emphasis</b>		
<b>Core Requirements</b>		<b>12</b>
and		
MUS-5	Music Theory II	4
Electives	(choose from the list below)	2
<b>Electives (2 units)</b>		
MUS-29	Concert Choir	1
MUS-30	Class Voice	1
MUS-31	College Choir	1
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-37	Class Guitar	1
MUS-38	Beginning Applied Music Training	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

**Associate in Arts Degree**

The Associate in 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.

## PHYSICIAN ASSISTANT

This program prepares individuals academically and clinically to provide health care services with direction and supervision of a physician. Physician Assistants provide a broad range of medical services to include history taking, physical assessment, surgery assist, and diagnostic, preventive and therapeutic interventions. This includes basic medical, clinical, behavioral and social sciences; introduction of patient assessment; supervised clinical practice in family medicine, pediatrics, women health, general surgery, psychiatry, and behavioral medicine; health policy and professional practice issues; and the delivery of health care services to home-bound patients, rural populations, underserved populations.

### PHYSICIAN ASSISTANT (M)

### MAS501/MCE501

Prior to acceptance to the Physician Assistant Program students must complete prerequisites in physics, chemistry, algebra, English, anatomy and physiology, microbiology, sociology or cultural anthropology and psychology. It is highly recommended that students complete Abnormal Psychology and Medical Terminology prior to entering the program. Anatomy and physiology and microbiology must have been taken within the last five years with a combined GPA of 2.7. An overall GPA of 2.5 is required in other general education courses. A minimum of 2,000 hours paid "hands-on" patient care experience in the disciplines of medicine, nursing or allied health is also required.

### Certificate Program

#### Program Learning Outcomes

Upon completion of the physician assistant program students should be able to:

- analyze etiologies, risk factors, underlying pathologic process, and epidemiology for adult and pediatric medical conditions
- analyze and synthesize the history, physical findings, and diagnostic studies to formulate a differential diagnosis
- identify and evaluate signs and symptoms and select and analyze appropriate diagnostic studies to determine the most likely diagnosis of a medical condition
- manage general medical and surgical conditions integrating knowledge about the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
- utilize appropriate screening methods of disease processes in asymptomatic individuals to and discuss concepts of health promotion and disease prevention
- differentiate between the normal and abnormal anatomic, physiological, and diagnostic data and the relevance of the findings
- provide competent health care to patients with acute and chronic conditions
- provide culturally sensitive and culturally responsive health care to a diverse patient population and demonstrate caring and respectful behaviors when interacting with patients and their families
- develop informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- counsel and educate patients and their families on health care

- perform competent medical and surgical procedures considered essential in the area of practice
- create and sustain a therapeutic and ethically sound relationships with patients utilizing effective listening, nonverbal, verbal and writing skills to elicit and provide information
- collaborate effectively with physicians, other disciplinary team members, and professional groups to provide patient centered patient care
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- demonstrate competent documentation concerning the patient care process for medical, legal, quality assurance and financial purposes
- integrate the legal and regulatory guidelines into the professional role of the physician assistant and show sensitivity and responsiveness to
- demonstrate respect, compassion and integrity for the patient, society, and the PA profession
- demonstrate knowledge of ethical principles pertaining to provision or withholding of clinical care
- establish, appraise, and integrate evidence from scientific studies related to the patients' health problem
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- distinguish biases related to gender, culture, cognitive, emotional, and physical limitations in themselves and others
- utilize information technology and medical information to support patient care decisions and patient education and to provide efficient patient care
- demonstrate cost-effective health care and resource allocation that does not compromise quality of care.

Required Courses (91.5 units)		Units
PHT-1	Applied Clinical Skills	2
PHT-2	Medicine Science I	6.5
PHT-3	History and Physical Assessment I	4
PHT-4	Applied Clinical Skills II	4
PHT-5	Medicine Science II	6.5
PHT-6	History and Physical Assessment II	4
PHT-7	Medical Pharmacology	4
PHT-8	Applied Clinical Skills III	3
PHT-9	Medicine Science III	6.5
PHT-10	Clinical Nutrition	3
PHT-11	Internal Medicine I	6
PHT-12	Internal Medicine II	6
PHT-13	General Surgery	4
PHT-14	Surgery II	6
PHT-15	Pediatrics	6
PHT-16	Obstetrics/Gynecology	6
PHT-17	Family Practice	6
PHT-18	Psychiatry/Mental Health	4
PHT-19	Emergency Medicine	4

### Associate in Science Degree

The Associate in Science Degree in Physician Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**REAL ESTATE**

See [BUSINESS ADMINISTRATION](#)

**SPEECH LANGUAGE PATHOLOGY**

**SPEECH LANGUAGE PATHOLOGY ASSISTANT (M) MAS697/MCE697**

This program prepares individuals to apply technical knowledge and skills at an entry-level to assist speech-language pathologists in treating disorders of communication. This includes introductory instruction in communicative disorders related to: articulation/phonological disorders; language disorders in children and adults; fluency disorders, voice disorders, especially those related to vocal abuse; Hearing disorders and the effect on communication.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge of major categories of communication disorders, including etiology and some remedial techniques;
- Demonstrate functional knowledge of the therapeutic process;
- Demonstrate ability to carry out a treatment protocol;
- Demonstrate skills needed to assist in the management of speech-language pathology programs and services;
- Demonstrate functional knowledge of professional responsibilities and ethical behavior appropriate for the speech-language pathology assistant.

Required Courses (18 units)	Units
SLP-1 Foundations of Speech-Language Pathology Assisting	4
SLP-2 Remediation: Hearing and Speech Disorders	4
SLP-3 Remediation: Language, Literacy and Communication	4
SLP-4 Field Work in Speech-Language Pathology Assisting	3
SLP-5 SLPA Workplace Issues	3

**Associate in Science Degree**

The Associate in Science Degree in Speech Language Pathology Assistant will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.







**Section VI**  
**COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at [www.curricunet.com/RCCD](http://www.curricunet.com/RCCD).

### UC/CSU

These designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to University of California campuses. Those courses marked UC\* indicate there are transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on all three 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.

Counselors can always help students interpret or explain C-ID designations.

### DELIVERY METHODS

A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as 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 Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

### NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B; English 60AB, 60A1, 60A2, 60A3, 60A4, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90 A-K, 91, 92, 95; Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; 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, 87, and 95) 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

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

### REPEATING A COURSE

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

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

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.

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### ACCOUNTING

#### ACC-1A - Principles of Accounting, I 3 units

UC, CSU

*Prerequisite: None.*

*Advisory: BUS-20.*

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

#### ACC-1B - Principles of Accounting, II 3 units

UC, CSU

*Prerequisite: ACC-1A.*

A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

#### ACC-38 - Managerial Accounting 3 units

CSU

*Prerequisite: ACC-1A.*

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.

#### ACC-55 - Applied Accounting/Bookkeeping 3 units

(Same as CAT-55)

*Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-61 - Cost Accounting 3 units**

CSU

*Prerequisite: ACC-1B.*

Studies the development of detailed cost data essential to management for controlling operations, decision making and planning. Principles of cost accounting are applied primarily to a manufacturing organization, but are also used by merchandising and service organizations. Use of computers may be required. 54 hours lecture.

**ACC-62 - Payroll Accounting 3 units**

CSU

*Prerequisite: ACC-1A.*

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-63 - Income Tax Accounting 3 units**

CSU

*Prerequisite: None.*

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.)

**ACC-65 - Computerized Accounting 3 units**

CSU

*Prerequisite: ACC-1A.**Advisory: CIS-1A or 3.*

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.)

**ACC-66 - Non-Profit and Governmental Accounting 3 units**

CSU

*Prerequisite: ACC-1A.**Advisory: BUS-20.*

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

**ACC-200 - Accounting Work Experience 1-2-3-4 units**

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

**ADMINISTRATION OF JUSTICE****ADJ-1 - Introduction to the Administration of Justice 3 units**  
UC, CSU*Prerequisite: None.*

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.

**ADJ-2 - Principles and Procedures of the Justice System 3 units**  
CSU*Prerequisite: None.*

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 54 hours lecture.

**ADJ-3 - Concepts of Criminal Law 3 units**  
UC, CSU (C-ID AJ 120)*Prerequisite: None.*

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.

**ADJ-4 - Legal Aspects of Evidence 3 units**  
CSU (C-ID AJ 124)*Prerequisite: None.*

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.

**ADJ-5 - Community Relations 3 units**  
UC, CSU*Prerequisite: None.*

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. 54 hours lecture.

**ADJ-13 - Criminal Investigation 3 units**  
CSU*Prerequisite: None.*

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up and case preparation. 54 hours lecture.



**ADJ-15 - Narcotics** **3 units**  
**CSU***Prerequisite: None.*

A basic understanding of narcotics and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenics, enforcement procedure and legal aspects. 54 hours lecture.

**ADJ-200 - Administration of Justice** **1-2-3-4 units**  
**Work Experience**  
**CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

**BASIC PEACE OFFICER TRAINING ACADEMY**

The Basic Peace Officer Training Academy was established in Riverside under the administration of Riverside Community College in the spring of 1953. This program provides practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state, and federal level. The Basic Academy serves eleven counties in Southern California.

The Basic Academy is offered three times per year, forty hours per week, for 22 to 23-week periods. Upon successful completion of the course the college awards 18 units of college credit and the California Commission on Peace Officer Standards and Training issues the Basic Peace Officer's Certificate.

For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (951) 571-6316.

**ADJ-A3A - Child Abuse Investigations** **2 units***Prerequisite: None.*

This course is designed to provide the student with an overview of the child abuse investigative process. The course will focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture.

**ADJ-A5A - Bicycle Patrol** **.5 unit***Prerequisite: None.*

This course is designed to provide the student with an overview of the tactical handling of a mountain bicycle for use during law enforcement operations. The course will focus on public relations, nutrition, bicycle maintenance, and riding techniques. 32 hours laboratory.

**ADJ-A6A - Interview and Interrogation Course** **.25 unit***Prerequisite: None.*

This course will provide the student with the fundamentals and techniques for properly interviewing victims, witnesses and suspects in a field setting. Methods for preparing for an interview, establishing rapport with people and interview strategies will be discussed. Additionally, methods for using a tape recorder and methods for manually recording an interview, along with dealing with different personalities and ethnic groups will be covered. 6 hours lecture and 2 hours laboratory.

**ADJ-A6B - Advanced Interview and Interrogation Course** **1.5 units***Prerequisite: None.*

This POST certified course will provide advanced interview and interrogation techniques for experienced law enforcement personnel assigned to patrol or investigations and others who conduct criminal interviews and interrogations. This course will further refine the skills and techniques required to properly obtain statements, incriminating statements, admissions and confessions. 28 hours lecture and 4 hours laboratory.

**ADJ-A8A - Field Training Officer** **1.5 units***Prerequisite: None.*

This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. 32 hours lecture and 8 hours laboratory.

**ADJ-A9A - Field Training Officer Update** **1 unit***Prerequisite: None.*

This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. 24 hours lecture.

**ADJ-A10A - Vice Operations** **.25 unit***Prerequisite: ADJ-B1B.*

This course is designed as an overview of vice operations for law enforcement personnel. This course will include discussions on prostitution, solicitors of lewd sex acts, massage parlor investigations, pimping and pandering, pornography and bookmaking. 8 hours lecture.

**ADJ-A11A - Effective Writing for Law Enforcement** **.25 unit***Prerequisite: None.*

This course will give the law enforcement student a critical understanding of effective writing skills. The course will cover the various types of documents written by the professional and focus on form. 4 hours lecture and 4 hours laboratory.

**ADJ-A13A - Drug Use Recognition 1 unit***Prerequisite: None.*

This course is designed to provide updated skills training for law enforcement officers enforcing the provisions of 11550 H and S code. The course fulfills the Commission on POST two year, twenty-four hour training requirement for advanced officer training. The course will emphasize public safety when handling incidents involving explosive devices. 20 hours lecture and 4 hours laboratory.

**ADJ-A14A - Search Warrant Preparation Workshop .25 unit***Prerequisite: None.*

This course will instruct law enforcement personnel in the proper techniques used in the preparation of search warrants. The course will include construction of a "hero section," and supporting documentation needed to receive judicial endorsement. Also, practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory.

**ADJ-A14B - Search Warrant Execution Course .25 unit***Prerequisite: None.*

This course presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by Target/Narcotic Teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics and teamwork. Additionally, this course offers the students the ability to practice the concepts taught in this course during "Live Fire" scenarios which are controlled by the staff who are firearms instructors. 2 hours lecture and 6 hours laboratory.

**ADJ-A29A - Courtroom Testimony and Demeanor .5 unit***Prerequisite: None.*

This course is designed to provide the student with an overview of the courtroom testimony process. The course will focus on courtroom dynamics, personal demeanor and the verbal presentation of factual information. 9 hours lecture.

**ADJ-A31A - Advanced Civil Procedures (POST) 1 unit***Prerequisite: None.*

This course is designed to provide the student with an understanding of advanced civil processes. The course will focus on common writ processes, levy processes, and claims of exemption. 24 hours lecture.

**ADJ-A33A - Public Safety Seminar .25 unit***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety training mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. 8 hours lecture.

**ADJ-A33B - Public Safety Seminar .5 unit***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. 16 hours lecture.

**ADJ-A33C - Public Safety Seminar 1 unit***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. 24 hours lecture.

**ADJ-A33E - Public Safety Seminar 2 units***Prerequisite: None.*

This course is a series of selected law enforcement, fire technology or corrections topics designed to address specific public safety mandates or California legislative requirements. This meets POST, STC and California Fire Marshal certified skill proficiency requirements for public safety mandated training. 40 hours lecture.

**ADJ-A36A - Inland Boating Enforcement 1 unit***Prerequisite: None.*

This course provides law enforcement personnel with the knowledge and procedures necessary for the enforcement of state laws specific to inland waterways and lakes. The course will also include vessel theft, equipment violations, accident investigation, vessel towing, enforcement contacts, boating while intoxicated and the care and safe operation of the patrol boat. 24 hours lecture and 16 hours laboratory.

**ADJ-A37A - Latent Fingerprint Retrieval .5 unit***Prerequisite: None.*

This course is designed to present a study of the scientific development of fingerprints and their retrieval. The course will focus on identification, friction ridges and basic categories of fingerprints. Topics will include the methods of processing fingerprints, types of surfaces and powder processing vs. chemical processing. 12 hours lecture and 4 hours laboratory.

**ADJ-A42A - Crime Scene Investigation .5 unit***Prerequisite: None.*

This course reviews principles of evidence collection, crime scene examination, recording, gathering trace evidence, and collecting and packaging of biological evidence, i.e., body fluids. It will introduce the student to basic fundamentals of 35 mm camera and its use and function in a crime scene investigation. 16 hours lecture.

**ADJ-A43A - Basic Computer-Aided Collision Diagramming Using AutoSketch .5 unit***Prerequisite: None.*

This course is designed to enhance investigative techniques of a traffic collision investigator/homicide detective investigating a motor vehicle traffic collision. This three-day, hands-on instructional course discusses the principles and operation of AutoSketch, a powerful drawing tool developed by Autodesk. 8 hours lecture and 16 hours laboratory.

**ADJ-A44A - Laser Operator .25 unit***Prerequisite: None.*

This course provides students with a review on Doppler radar and the understanding of the historical development, concepts, characteristics, and properties of laser technology. It is designed to teach students the proper use of law enforcement laser in traffic enforcement as well as knowledge and skill for courtroom testimony related to laser use. 6 hours lecture and 2 hours laboratory.

**ADJ-A45A - Digital Photography for Law Enforcement .25 unit***Prerequisite: None.*

This course is designed to educate the student in the field of digital photography, as it would pertain to the day-to-day activities of the law enforcement professional. The student will learn the essentials needed for digital photography (i.e. light, area, size of object, and focal distances.) They will also be instructed in the familiarization of the digital camera and the software needed for authenticating and storing digital images. A segment in the rules of evidence as they pertain to digital images will be taught along with the fundamentals of crime scene photography. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only.)

**ADJ-A46A - Background Investigation 2 units***Prerequisite: ADJ-B1B.*

This course provides students with basic techniques and legal information necessary to conduct background investigations for law enforcement agencies. Topics covered will include Legal Aspects, Polygraph Examinations, Psychological Evaluation, Background Investigation Process, Role of the Background Investigator and Pre-Background Investigation Interview/Areas of Inquiry. 36 hours lecture.

**ADJ-A48A - Basic Investigator's Course 2 units***Prerequisite: ADJ-B1B.*

This course provides students with basic techniques and procedures necessary to perform follow-up criminal investigations, and to understand the available resources that assist the employee's transition to an investigative unit from assignments where the primary focus has been that of an "initial reporter." 40 hours lecture.

**ADJ-A50A - Raves and Rave Drugs .25 unit***Prerequisite: None.*

This course provides students with a basic understanding of the growing phenomenon of rave parties. Students will be introduced to history and culture of the rave, its social impact, proper considerations when providing law enforcement at rave events, and an overview of drugs that are commonly found at rave parties. 8 hours lecture.

**ADJ-A56A - Elder Abuse/Racial Profiling 1st Responder .25 unit***Prerequisite: None.*

This course provides students with the information they need to successfully investigate elder abuse cases as the initial responder. It provides the student with knowledge in identifying various forms of elder abuse and abuse to dependant adults. It provides information on crime scene management, interview and interrogation techniques and documenting the cases. The course will help the student understand what racial profiling is and show how to avoid participating in it. It will cover various penal codes and amendments that deal with racial profiling and review civil rights history dealing with racial profiling. 8 hours lecture.

**ADJ-A57A - Casino-Related Crime Investigation .25 unit***Prerequisite: None.*

This course is designed for the patrol officer/deputy responding to gambling-related and casino/card room crimes and for the investigator assigned to investigate gambling-related offenses. This course will familiarize the law enforcement officer with the history of gaming in California, issues related to tribal casinos, crime trends in the gambling industry, investigative resources, evidence, as well as prosecutorial considerations in investigating gambling offenses. 8 hours lecture. (Pass/No Pass only.)

**ADJ-B1A - Introduction to Law Enforcement and Physical Conditioning for Basic Academy Students 1 unit***Prerequisite: None.*

This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory.

**ADJ-B1B - Basic Peace Officer Training Academy 39 units***Prerequisite: None.*

*Limitation on enrollment: Completion of POST reading and writing skills examination; completion of POST physical fitness assessment; possession of a valid California driver's license; successful completion of a medical examination; and fingerprint clearance through the California State Department of Justice.*

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 604 hours lecture and 321 hours laboratory.

**ADJ-B3A - Basic Community Service Officer Academy 3 units***Prerequisite: None.*

This course provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. The course will emphasize the practical applications of weapon cleaning and servicing, handcuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 60 hours lecture and 4 hours laboratory.

**ADJ-C1D - Basic Correctional Deputy Academy (C) 13 units***Prerequisite: None.*

The Basic Correctional Deputy Academy provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. 201 hours lecture and 117 hours laboratory.

**ADJ-C2A - Deputy Sheriff Supplemental Core Course 3 units***Prerequisite: None.*

This course provides the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is STC certified and meets the requirements of all agencies needing custody trained officers. 55 hours lecture and 17 hours laboratory.

**ADJ-C3B - Advanced Corrections Perishable Skills Training .25 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance professionalism through continued training in state mandated corrections topics. The students will participate in an assortment of defensive tactic maneuvers and will be required to demonstrate a proficiency of each tactic taught. 2 hours lecture and 10 hours laboratory.

**ADJ-C3C - Advanced Corrections Training .5 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and career advancement through education and training. 12 hours lecture.

**ADJ-C4A - Advanced Corrections Training for Supervisors 1 unit***Prerequisite: None*

This mandated STC certified course is designed to enhance the on-the-job skills of the supervisor within corrections. Instruction includes preventing staff misconduct, personnel investigations, and advanced supervisory skills. 24 hours lecture.

**ADJ-C5A - Basic Writing Skills for Corrections .5 unit***Prerequisite: None.*

This course reviews the basic principles of law enforcement written communications. Fundamentals of note taking, memoranda and reports used in institutional settings for documentation will be reviewed. 16 hours lecture and 8 hours laboratory.

**ADJ-C6A - Corrections Training Officer 2 units***Prerequisite: None.*

This STC certified course is designed to enhance the on-the-job training skills of the corrections training officer. This course includes ethics, coaching techniques, effective supervision methods and learning styles. 40 hours lecture.

**ADJ-C7A - Writing Skills for Correctional V Deputy (Advanced) .5 unit***Prerequisite: None.*

This course is designed to provide the student with additional study in methods of criminal report writing. The course will focus on complex criminal investigations, crime scene organization, evidence preservation and effective criminal report writing. 12 hours lecture and 12 hours laboratory.

**ADJ-C8A - Facility Security Training .25 unit***Prerequisite: None.*

This course focuses on corrections facility security measures for newly hired civilian corrections employees or as a review for current civilian corrections employees. 8 hours lecture.

**ADJ-C12A - First Aid/CPR Instructor Course 1.5 units***Prerequisite: None.*

This course is designed for professional law enforcement officers who wish to instruct basic CPR and first aid to students within their respective agencies. 32 hours lecture and 8 hours laboratory.

**ADJ-C13A - Stun-Tech R.E.A.C.T. Belt Training .25 unit***Prerequisite: None.*

This course is designed to provide training in the proper utilization of the less-lethal Stun-Tech R.E.A.C.T. belt for controlling potentially violent incarcerated persons. 6 hours lecture and 2 hours laboratory.

**ADJ-C18A - Basic Inmate Classification .5 unit***Prerequisite: None.*

This STC certified course is designed to provide entry-level training for correctional officers on basic inmate classification. The student will be able to identify any inmates housing problems and understand the liability involved with working in a classification unit. 14 hours lecture and 2 hours laboratory.

**ADJ-C19 - Corrections Mental Health Training .5 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' professionalism and ability to work with mentally ill inmates. 13 hours lecture and 3 hours laboratory.

**ADJ-C20A - Leadership Enhancement 1 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections employees' ability to work in their current capacity and enhance their leadership skills. 22 hours lecture and 2 hours laboratory.

**ADJ-C21A - Corrections Training Officer Update 1 unit***Prerequisite: None.*

This course is STC certified and is designed to enhance the Corrections Training Officers' professionalism and ability to train newly hired correctional deputies. 23 hours lecture and 1 hour laboratory. (Pass/No Pass only.)

**ADJ-D1A - Basic Public Safety Dispatch Course** **5 units***Prerequisite: None.*

The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Complaint Desk Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency medical service systems. 106 hours lecture and 14 hours laboratory.

**ADJ-D1B - Dispatcher Update** **1 unit***Prerequisite: ADJ-D1A.*

This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, suicidal callers and officer safety. 24 hours lecture.

**ADJ-D1C - Communications Training Officer** **2 units***Prerequisite: ADJ-D1A.*

This course is designed to provide communications trainers with the skills, knowledge, roles and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

**ADJ-D3A - Responding to Suicidal Callers V** **.25 unit***Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers in coping with suicidal callers. Additionally, the student will learn effective strategies in maintaining and building a rapport with mentally disturbed persons who may wish to end their lives, until the responding agency arrives. Students will develop traits and skills in dealing with both the pre- and post- effects of suicidal callers. 8 hours lecture.

**ADJ-D4A - Dispatcher Role Critical Incidents** **.25 unit***Prerequisite: ADJ-D1A.*

This course will assist professional public safety communications officers understand their role in assisting officers during high-risk incidents. Students will learn strategies to assist field officers during felony stops, response to high-risk calls and building searches. 8 hours lecture. (Pass/No Pass only.)

**ADJ-D4B - Dispatcher Role in Critical Incidents Advanced** **.25 unit***Prerequisite: ADJ-D1A.*

This course will assist professional public safety communication's officers understand their role in assisting officers during high-risk incidents. Students will learn strategies to assist field officers during felony stops, response to high-risk calls, and building searches. 8 hours lecture. (Pass/No Pass only.)

**ADJ-D5A - Dispatcher Public Safety Advanced** **.5 unit***Prerequisite: None.*

This course develops dispatchers professionally and personally, by increasing their knowledge, skills and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture.

**ADJ-D6A - Crisis Negotiation Concepts** **.25 unit***Prerequisite: None.*

This course is designed to provide the student with a better understanding of identifying a crisis negotiation situation, as well as the understanding of the principles of crisis negotiation. The student will receive information on the various roles and responsibilities of a dispatcher, responding field units, and the crisis negotiations team. The course will discuss several techniques on how to combat stress during and after a crisis negotiation incident. The course will cover the importance of participating in critical incident debriefing. 8 hours lecture.

**ADJ-D7A - Dispatcher Domestic Violence and Sexual Assault** **.25 unit***Prerequisite: ADJ-D1A.*

This course is designed to provide the student with the knowledge of the cycle of violence, signs and symptoms of domestic violence and sexual assault, phases of domestic violence, different environmental violence, and the understanding of why victims stay in violent relationships. Students will learn call taking and dispatching skills to assist victims of domestic violence and sexual assault, and the California Penal Code sections and other related laws in order to assist victims. 8 hours lecture. (Pass/No Pass only)

**ADJ-E1A - Emergency Services Academy** **2.5 units***Prerequisite: None.*

This course is designed to provide the student with an overview of Special Weapons and Tactics Team (SWAT) operations. The course will focus on scouting, planning and execution of SWAT operations. 44 hours lecture and 36 hours laboratory.

**ADJ-P1A - Probation Officer Core Course** **8 units***Prerequisite: None.*

This course is designed to provide an orientation to the role, responsibilities, and resources of the probation officer; to teach basic skills required in performances of the job; and to provide an orientation to the criminal justice system. This is an introductory course for entry-level probation officers which meets the requirements of the Standards and Training for Local Corrections and Probation Officer program. 160 hours lecture and 16 hours laboratory.

**ADJ-P2A - Juvenile Counselor Core Training** **7.5 units***Prerequisite: None.*

Responsibilities of the juvenile institutions counselor; handling emergencies; classification; dealing with assaultive clients; ethnic/cultural factors; indicators of medical physical problems, drug abuse, suicidal tendencies, gang affiliation; understanding the juvenile justice system and process; physical conditioning, daily tasks. This course is required of all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training for Local Corrections and Probation Officer program. 131.5 hours lecture and 28.5 hours laboratory.

**ADJ-P4A - Arrest, Search and Seizure 1.5 units***Prerequisite: None.*

This course provides the student with the knowledge and skills necessary to qualify for limited peace officer status powers as required by Penal Code 832. The course will emphasize laws of arrest, search and seizure, evidence and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 30 hours lecture and 10 hours laboratory.

**ADJ-R1A2 - Level III Modular Academy Training 6.5 units***Prerequisite: None.*

*Limitation on enrollment: Fingerprint clearance through California State Department of Justice.*

This course is designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (POST) requirements for Level III reserve police certification. 113 hours lecture and 49 hours laboratory.

**ADJ-R1B - Level II Reserve Officer Training 11 units***Prerequisite: ADJ-R1A2.*

This course is designed to meet the state mandated training requirements to be qualified as a Level II police reserve officer. Curriculum covers victimology and crisis intervention, community relations, crimes against persons, crimes against property, general crime statutes, crimes against the justice system, laws of arrest, search and seizure, presentation of evidence, use of force, weaponless defense, unusual occurrences, hazardous materials, patrol techniques, vehicle pullovers, crimes against children, sex crimes, firearms and chemical agents, weaponless violations, persons with disabilities, crimes in progress, report writing, preliminary investigations and cultural diversity. This course satisfies Peace Officer Standards and Training (POST) requirements for Level II Police Officer certification. 189 hours lecture and 53 hours laboratory.

**ADJ-R1C - Regular Basic Course, Modular Format, Module I Training 18.5 units***Prerequisite: ADJ-R1B.*

*Limitation on enrollment: Completion of POST physical fitness assessment; possession of a valid California driver's license; successful completion of a medical examination; and current fingerprint clearance through the California State Department of Justice.*

This course is the third module in the Regular Basic Course-Modular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I Police Reserve Officer as established by state law. 285 hours lecture and 177 hours laboratory.

**ADJ-R5A - Straight Stick Baton Update for Reserves .25 unit***Prerequisite: None.*

This course provides the Reserve Officer with an update on the basic techniques for the use of the straight stick baton. 8 hours laboratory. (Pass/No Pass only.)

**ADJ-R6A - Oleoresin Capsicum for Reserves .25 unit***Prerequisite: None.*

This course provides the Reserve Officer with instruction equivalent to the Basic Academy's presentation on aerosol chemical agents and an introduction to the use and effects of oleoresin capsicum (pepper spray) tear gas. Successful completion of this course is required for authorization to carry OC tear gas by Department Reserves. 3 hours lecture and 1 hour laboratory.

**ADJ-S1A - Supervisory Course 4 units***Prerequisite: Completion of ADJ-B1B or equivalent.*

A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. 80 hours lecture.

**ADJ-T1A - Traffic Collision Investigation: Basic 1.5 units***Prerequisite: None.*

A basic traffic collision investigation course which meets the requirements of 40600(A) of the California Vehicle Code. Topics include traffic law, accident reporting, scene management, skid mark diagramming and determining accident cause. The course includes practical exercises. 32 hours lecture and 8 hours laboratory.

**ADJ-T1B - Traffic Collision Investigation: Intermediate 1.5 units***Prerequisite: ADJ-B1B, CID and T1A.*

A course in the fundamentals of skid mark analysis and documentation which helps students develop advanced skills in accident investigation. The course includes a practical exercise. The class is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. 32 hours lecture and 8 hours laboratory.

**ADJ-T1C - Traffic Collision Investigation: Advanced 3.5 units***Prerequisite: None.*

This course is designed to introduce the student to the fundamentals of vehicle dynamics. The course will emphasize analyzing evidence, collecting evidence, and preparing documentation. 68 hours lecture and 12 hours laboratory.

**ADJ-T1D - Traffic Collision Reconstruction 4 units***Prerequisite: None.*

This course is designed to provide the student with the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. 72 hours lecture and 8 hours laboratory.

**ADJ-T2A - Radar Operations 1 unit***Prerequisite: None.*

This course is designed to train law enforcement personnel in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory.

**ADJ-T3A - Driving Under the Influence (DUI) 1 unit***Prerequisite: None.*

This course will provide the student with an historical perspective of laws covering persons driving under the influence of alcohol/drugs. The course will introduce the student to DUI statistics, enforcement techniques, handling DUI related traffic collisions and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. 20 hours lecture and 4 hours laboratory.

**ADJ-T5A - Techniques of Accident Investigation Training 1.5 units***Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with the necessary skills to conduct basic traffic accident investigations. The course will focus on reporting procedures, investigation techniques, cause determination and vehicle damage assessment. 32 hours lecture and 8 hours laboratory. (Pass/No Pass only.)

**ADJ-T10A - Radar Enforcement Training-CHP 1.5 units***Prerequisite: ADJ-B1B or CID.*

This course is designed to provide the student with the operational skills necessary to conduct radar traffic enforcement. The course will focus on the legal issues, nomenclature and practical operation of police speed control radar. 24 hours lecture and 30 hours laboratory. (Pass/No Pass only.)

**ADJ-T13A - Communications Operator Training Phase I 4 units***Prerequisite: ADJ-B1B or CID.*

This course provides entry level CHP communications operators with the basic functions of their positions. The course will focus on civil liability, techniques of communications and elementary operation procedures for Computer Assisted Dispatch (CAD). 40 hours lecture and 120 hours laboratory.

**ADJ-T13B - Initial Communication Operator Training - Phase II 2 units***Prerequisite: ADJ-T13A.*

This course provides intermediate-level CHP communications operators with the basic functions of the position. The course will focus on departmental procedures for dispatchers, civil liability, dispatch scenarios, communication techniques and the development of the competent use of the Computer Assisted Dispatch (CAD) systems. 20 hours lecture and 60 hours laboratory.

**ADJ-T15A - CPR Refresher Course .25 unit***Prerequisite: ADJ-B1B or CID.*

This course provides updated training in the methods and techniques necessary to prepare the student to competently administer rescue breathing and cardiac compression for basic life support. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only.)

**ADJ-T16A - Communications Operators In-Service 1 unit***Prerequisite: ADJ-B1B or CID.*

This course provides CHP communication operators with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 25 hours lecture and 15 hours laboratory. (Pass/No Pass only.)

**ADJ-T17A - Communications Supervisors Training .5 unit***Prerequisite: ADJ-B1B or CID.*

This course provides CHP communication supervisors with updated information on the basic functions of their positions. The course will focus on civil liability, techniques of communications and the operations of Computer Aided Dispatch (CAD). 15 hours lecture and 25 hours laboratory. (Pass/No Pass only.)

**ADJ-T18A - Spanish Language for Public Safety Officers 1 unit***Prerequisite: None.*

This course instructs students in Spanish required by peace officers. Students will learn sufficient command of the language to permit an officer to communicate with Spanish-speaking individuals. Officers must score a minimum of 70% on the written portion of the final examination. 20 hours lecture and 20 hours laboratory.

**ADJ-T26A - Civil Disturbance Training (CHP) .25 unit***Prerequisite: None.*

This course provides California Highway Patrol personnel with updates on operational guidelines and modes used in handling civil disturbance and crowd control incidents. 3 hours lecture and 5 hours laboratory.

**ADJ-T31A - Motor Vehicle Inspections-Basic 1.5 units***Prerequisite: ADJ-B1B.*

This course provides a collision investigator with basic information and skills necessary to conduct a mechanical systems inspection of a vehicle involved in a collision. The course covers how to conduct a complete motor vehicle inspection, from headlamps to exhaust system, in order to determine if any of the vehicle systems caused or contributed to the outcome of the incident. 32 hours lecture and 8 hours laboratory.

**ADJ-T35A - Speed Determination from Crush Analysis 2 units***Prerequisite: ADJ-T1C.*

This course is designed to assist experienced traffic investigators with analyzing crush deformation and the procedures for measuring vehicles involved in collisions for profile, crush deformation and principle direction of force (PDOF). 36 hours lecture and 4 hours laboratory.

**ADJ-T36A - Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles 1 unit***Prerequisite: ADJ-B1B.*

This course emphasizes proper documentation and analysis of physical evidence related to bicycle/pedestrian collisions. 24 hours lecture.

**ADJ-T42A - Safety Services Program Update .25 unit***Prerequisite: None.*

This course provides members of the California Highway Patrol with updates on departmental jurisdictional policies, field operations, MOU completion and reimbursable service agreements. 8 hours lecture. (Pass/No Pass only.)

**ADJ-T44A - Workplace Violence Prevention 1 unit****Instructor Training***Prerequisite: None.*

This course provides California Highway Patrol (CHP) supervisors and managers with information needed to instruct both uniformed and non-uniformed CHP personnel in identifying and preventing violence in the workplace. 24 hours lecture. (Pass/No Pass only.)

**ADJ-T46A - Equal Employment Opportunity (EEO) Counselor/Investigator Recertification .25 unit***Prerequisite: None.*

This course provides annual refresher training for incumbent CHP EEO counselors and investigators covering updates on program trends, case law and other relevant information to maintain appropriate skills and knowledge necessary to provide effective EEO counseling and investigations. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only.)

**ADJ-T47A - Enhanced Officer Safety Training (POST) .25 unit***Prerequisite: Basic POST certificate or equivalent.*

This course is designed to instill the personal resources necessary to instinctively react and succeed during hostile encounters. This training will enhance the student's ability to use personal as well as departmental weapons. 2 hours lecture and 6 hours laboratory. (Pass/No Pass only.)

**ADJ-T53A - Preliminary Alcohol Screening (PAS) Device Coordinator .25 unit***Prerequisite: None.*

The course provides students with information necessary to maintain and calibrate California Highway Patrol (CHP) departmental PAS devices and perform duties of an area PAS coordinator. 6 hours lecture and 2 hours laboratory.

**ADJ-T61A - Communications Training Specialist 1 unit***Prerequisite: None.*

This course provides instruction on how to become communications training instructors. Students are exposed to several teaching styles, how to prepare course outlines, the use of visual aids, and learning styles. 10 hours lecture and 30 hours laboratory. (Pass/No Pass only.)

**ADJ-T65A - National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training 1 unit***Prerequisite: None.*

This course provides students with background and instruction necessary to properly install and evaluate safety aspects of a federally approved child safety seat. Upon completion, students will be certified by NHTSA to instruct on proper utilization of child restraint seats. 22 hours lecture and 18 hours laboratory.

**ADJ-T70A - CHP-Explorer Academy Level III 3 units***Prerequisite: None.*

This course is third in a series of four designed to provide California Highway Patrol (CHP) explorer cadets with an introduction of a California Highway Patrol Officer's responsibilities. The course will focus on accident investigations, criminal investigations, child abuse, cultural discrimination, controlled substances, crimes against persons and property, domestic violence, gang awareness, traffic enforcement, physical fitness, sexual assault and harassment, search and seizure, unusual occurrences, use of force, vehicle operations and pullovers, and weapons violations. 48 hours lecture and 32 hours laboratory.

**ADJ-T72A - Radioactive Materials Response and Enforcement Training .5 unit***Prerequisite: None.*

This course provides students with the knowledge and background necessary to effectively handle a radioactive incident and take appropriate enforcement action. 12 hours lecture and 4 hours laboratory.

**ADJ-T73A - General Hazardous Materials Inspection and Compliance Training Course 2 units***Prerequisite: None.*

This course provides students with instruction and procedures for inspecting hazardous materials shipments in accordance with hazardous materials regulations. Topics covered will include initiating hazardous material inspections, checking proper shipping papers, placarding, marking, labeling, packaging, loading and storage, conducting facility inspections, and documenting inspections. 36 hours lecture and 4 hours laboratory.

**ADJ-T75A - Specially Marked Patrol Vehicle (SMPV) Commercial Enforcement Training Class 1 unit***Prerequisite: None.*

This course provides students with knowledge and background necessary for Specialty Marked Patrol Vehicle (SMPV) commercial vehicle violation enforcement in accordance with California Highway Patrol (CHP) policy. 24 hours lecture.

**ADJ-W3A - Domestic Terrorism, Threats and Sabotage .25 unit***Prerequisite: None.*

This course provides an overview of major terrorist groups operating in Southern California. The student will learn what recent events that have taken place surrounding the activities of terrorist groups and trends. Some of the more specific topics will cover the identification of types and uses of explosives employed by terrorist organizations. Issues covering the law enforcement response will also be presented. 8 hours lecture.

**ADJ-W7A - Rangemaster Course .5 unit***Prerequisite: None.*

Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. 15 hours lecture and 25 hours laboratory.



**ADJ-W10A - Firearms .25 unit***Prerequisite: None.*

This course is designed to provide the student with firearms safety factors and precautions, firearms shooting principles including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ-R1B (PC 832 Arrest and firearms). 8 hours lecture and 16 hours laboratory.

**ADJ-W14A - Take Down and Ground Control .25 unit***Prerequisite: None.*

This course is designed to provide the student with the skills necessary to achieve physical control of an uncooperative individual with the minimal amount of physical force. The course will emphasize the five basic components in defense and control. 4 hours lecture and 12 hours laboratory.

**ADJ-W20A - Less-Lethal Training .5 unit***Prerequisite: None.*

This course will familiarize the student with various types of uses for less-lethal munitions. Emphasis will be placed on general firearms safety measures, equipment safety, legal aspects, use and deployment of less-lethal munitions against noncompliant individuals. 10 hours lecture and 6 hours laboratory.

**ADJ-Y1A - Explorer Academy - Basic 2.5 units***Prerequisite: None.*

This course is designed to provide the police explorer scout with an overview of the basic peace officer training academy program. The course will focus on physical fitness, criminal law, crime scene searches, evidence, defensive tactics, and laws of search and seizure. 32 hours lecture and 66 hours laboratory.

**ADJ-Y1B - Explorer Academy-Advanced 2 units***Prerequisite: ADJ-Y1A.*

This course is designed to provide the police explorer scout with an overview of advanced issues related to the pursuits of law enforcement personnel. The course will focus on physical fitness, advanced report writing, leadership, bicycle patrol, controlled substance abuse, defensive tactics and laws of search and seizure. 24 hours lecture and 75 hours laboratory.

**ADJ-Y5A - Public Safety High School Internship Academy-Part 1 2.5 units***Prerequisite: None.*

*Limitation on enrollment: Consent of high school counselor as required by education code.*

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the first course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 49 hours lecture and 12 hours laboratory.

**ADJ-Y5B - Public Safety High School Internship Academy-Part 2 3.5 units***Prerequisite: None.*

*Limitation on enrollment: ADJ-Y5A and consent of high school counselor as required by education code.*

This course is designed to develop student awareness of all facets of the public safety field including law enforcement, corrections and fire safety. Students will learn to value diversity and their awareness of, and sensitivity to, other ethnic groups and cultures. Students will explore and analyze the function of community relations, cultural diversity and how they impact the public safety field. This is the second course in a series of two introductory courses to be completed by students who have a desire to enter the public safety field. 60 hours lecture and 33 hours laboratory.

**AMERICAN SIGN LANGUAGE****AML-1 - American Sign Language 1 4 units**  
UC\*, CSU*Prerequisite: None.*

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory. (TBA option)

**AML-2 - American Sign Language 2 4 units**  
UC, CSU*Prerequisite: AML-1.*

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory. (TBA option)

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**ANATOMY AND PHYSIOLOGY**
**AMY-2A - Anatomy and Physiology I 4 units**  
 UC, CSU

*Prerequisite: BIO-1 or 1H.*

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 system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

**AMY-2B - Anatomy and Physiology, II 4 units**  
 UC, CSU

*Prerequisite: AMY-2A.*

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.

**AMY-10 - Survey of Human Anatomy and Physiology 3 units**  
 UC, CSU

*Prerequisite: None.*

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

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**ANTHROPOLOGY**
**ANT-1 - Physical Anthropology 3 units**  
 UC, CSU

*Prerequisite: None.*

An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. 54 hours lecture.

**ANT-2 - Cultural Anthropology 3 units**  
 UC, CSU

*Prerequisite: None.*

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

**ANT-3 - Prehistoric Cultures 3 units**  
 CSU

*Prerequisite: None.*

The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

**ANT-4 - Native American Cultures 3 units**  
 UC, CSU

*Prerequisite: None.*

A survey of Native American cultures 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.

**ANT-5 - Cultures of Ancient Mexico 3 units**  
 CSU

*Prerequisite: None.*

The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-Hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

**ANT-6 - Introduction to Archaeology 3 units**  
 CSU

*Prerequisite: None.*

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

**ANT-7 - Anthropology of Religion 3 units**  
 UC, CSU

*Prerequisite: None.*

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

**ANT-8 - Language and Culture 3 units**  
 UC, CSU

*Prerequisite: None.*

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.)

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**ART**

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

**ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval** **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

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.)

**ART-2 - History of Western Art: Renaissance through Contemporary** **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-5 - History of Non-Western Art** **3 units**  
CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A and college level reading.*

An introductory survey of the arts of non-European cultures. History, form, functions and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-6 - Art Appreciation** **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

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. (Letter Grade, or Pass/No Pass option.)

**ART-6H - Honors Art Appreciation** **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors program.*

An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers 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. (Letter Grade, or Pass/No Pass option.)

**ART-12 - Asian Art History** **3 units**  
CSU

*Prerequisite: None.*

A survey of the history of Asian art (China, Japan, Korea and India) 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 minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-17 - Beginning Drawing** **3 units**  
UC, CSU

*Prerequisite: None.*

An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-18 - Intermediate Drawing** **3 units**  
UC, CSU

*Prerequisite: ART-17 or 22.*

Continued study of the skills acquired in Beginning Drawing, with the emphasis on the use of color media. Basic color theory, with the academic, psychological and the possibilities of color, will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-22 - Basic Design** **3 units**  
UC, CSU (C-ID ARTS 100)

*Prerequisite: None.*

An introduction to the fundamentals of two-dimensional design. The organization of visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill and presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-23 - Design and Color** **3 units**  
UC, CSU

*Prerequisite: ART-17 or 22.*

A continued study of the principles of two-dimensional design. The practice of the organization of the visual elements (line, shape, space, value, texture and color) according to the principles of design. Emphasis placed on color theory and more advanced methods of communicating ideas through design. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-24 - Three Dimensional Design** **3 units**  
**CSU***Prerequisite: None.*

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-25 - Watercolor Painting** **3 units**  
**UC, CSU***Prerequisite: ART-17 or 22.*

Introduction to the fundamentals of painting with transparent watercolors. Various techniques, tools and materials will be explored. Composition, idea, method, color and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-26 - Beginning Painting** **3 units**  
**UC, CSU***Prerequisite: ART-17.*

An introduction to the fundamentals of painting (oil or acrylic); various considerations in painting; techniques, process, color theory, visual perception, compositional, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-27 - Intermediate Painting** **3 units**  
**UC, CSU***Prerequisite: ART-23 or 26.*

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.)

**ART-28 - Studio Painting** **3 units**  
**UC, CSU***Prerequisite: ART-26 or 27*

Continued painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36 - Computer Art** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: ART-17 or 22, and computer experience.*

Introduction to using digital media as a tool for creative arts. The exploration of the visual characteristics of electronic imagery. Emphasis will be on the essentials of fine art and design, as it relates to projects solved on the computer and/or other electronic equipment using art related software. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40 - Figure Drawing** **3 units**  
**UC, CSU***Prerequisite: ART-17 or 22.*

Drawing from the human figure. Students will draw from a live, nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-41 - Figure Painting** **3 units**  
**UC, CSU***Prerequisite: ART-17, 26 or 40.*

Painting from the human figure. Students will draw and paint from a live, nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-42 - Studio Figure Drawing** **3 units**  
**UC, CSU***Prerequisite: ART-40.*

Continued figure drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43 - Studio Figure Painting** **3 units**  
**UC, CSU***Prerequisite: ART-41.*

Continued figure painting studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44A - Beginning Animation Principles** **3 units**  
**CSU***Prerequisite: ART-17.**Advisory: ART-22 and 40.*

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.)

**ART-44B - Intermediate Animation Principles** **3 units**  
**CSU***Prerequisite: ART-44A.**Advisory: ART-22 and 40.*

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.)

**ART-44C - Advanced Animation Principles** 3 units  
CSU*Prerequisite: ART-44B.**Advisory: ART-22 and 40.*

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 units  
UC, CSU*Prerequisite: ART-25.*

Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48 - Studio Drawing** 3 units  
UC, CSU*Prerequisite: ART-17 or 18.*

Continued drawing studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals and media to be arranged between instructor and student. 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 units  
CSU*Prerequisite: ART 17.**Advisory: ART-22 and 40.*

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 units  
CSU*Prerequisite: ART-51A.**Advisory: ART-22 and 40.*

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** 1-2-3-4 units  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

**ASTRONOMY****AST-1A - Introduction to Astronomy** 3 units  
UC, CSU*Prerequisite: None.**Advisory: High school algebra and geometry.*

A descriptive survey of the universe: the earth, planets, moons, meteors, sun, stars, nebulae, and galaxies. Principles and methods of astronomical investigation are emphasized. 54 hours lecture.

**AST-1B - Introduction to the Stars** 3 units  
UC, CSU*Prerequisite: AST-1A.*

A descriptive course in the astronomy of the sun, stars, star clusters, and galaxies. 54 hours lecture.

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**BIOLOGY**
**BIO-1 - General Biology** **4 units**  
 UC\*, CSU

*Prerequisite: None.*

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

**BIO-1H - General Biology** **4 units**  
 CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors program.*

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.

**BIO-11 - Introduction to Molecular and Cellular Biology** **5 units**  
 UC\*, CSU

*Prerequisite: CHE-1A or 1AH.*

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, metabolism, cells, genetics, development, evolution and diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

**BIO-11H - Honors Introduction to Molecular and Cellular Biology** **5 units**  
 CSU

*Prerequisite: CHE-1A or 1AH.*

*Limitation on enrollment: Enrollment in the Honors program.*

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, metabolism, cells, genetics, development, evolution and diversity of life at the cellular level. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on independent research; and application of higher level of critical thinking skills. The laboratory component will involve completion of directed research projects with submission and presentation of research proposal and/or paper, oral presentation and/or poster presentation in the appropriate scientific format. Students may not receive credit for both BIO-11 and BIO-11H. 72 hours lecture and 54 hours laboratory.

**BIO-12 - Introduction to Organismal and Population Biology (Majors)** **5 units**  
 UC\*, CSU

*Prerequisite: BIO-11 or 11H.*

An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course, along with BIO-11, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**BIO-17 - Human Biology** **4 units**  
 UC, CSU

*Prerequisite: None.*

A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory.

**BIO-30 - Human Reproduction and Sexual Behavior** **3 units**  
 UC, CSU

*Prerequisite: None.*

Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, venereal disease, sex education, and sexual intercourse and response. 54 hours lecture.

**BIO-31A - Regional Field Biology Studies** 1 unit  
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. 54 hours laboratory.

**BIO-31B - Regional Field Biology Studies** 2 units  
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course has field excursions to sites with varying biologic interest. These sites may include, but are not limited to: Joshua Tree National Park, Anza-Borrego State Park, the Salton Sea, Idyllwild mountain range, Big Bear mountain range, Santa Rosa plateau, Corona Del Mar, Tijuana Estuary. 108 hours laboratory.

**BIO-34 - Human Genetics** 3 units  
UC, CSU*Prerequisite: None.*

*Advisory: High school biology or any college life science course with laboratory.*

A general education course for the non-biology major. The mechanisms of human heredity, emphasizing normal and abnormal genetic counseling. 54 hours lecture.

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**BIOTECHNOLOGY**
**BIT-1 - Introduction to Biotechnology** 1 unit  
CSU*Prerequisite: None.*

Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics and safety. 18 hours lecture.

**BIT-20 - Introduction to Biotechnology** 3 units  
CSU*Prerequisite: None.*

This course is designed as a preparation course for students interested in further studies in biotechnology, for entry-level positions. Course material includes an integrated study of the basic principles of biotechnology counting genes and genomes, recombinant DNA technology, and proteins. Students will explore various types of biotechnology and their products with an emphasis on application in medicine, health care and agriculture. Discussions on the biotechnology workforce, and biological challenges of the 21st century including ethical and social implications will be included. 54 hours lecture.

**BIT-21 - Laboratory Techniques** 3 units  
CSU*Prerequisite: None.*

This course is designed as a preparation course in the laboratory settings for students interested in further studies in biotechnology or for entry-level positions. Course material includes fundamentals of good laboratory practice and an associated vocabulary that underline work in biotechnology. Students will receive hands-on experience exploring basic laboratory operations such as preparing solutions and molarity calculations, safety procedures, and data entry skills. 27 hours of lecture and 81 hours laboratory.

**BIT-22 - DNA Techniques** 2 units  
CSU*Prerequisite: BIT-20.*

This course is a lab-centered course exploring DNA techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience working with human and bacterial DNA by extracting, purifying, amplifying and analyzing genomic and plasmid DNA. Course techniques include agarose gel electrophoresis, restriction enzyme digestion, introduction to polymerase chain reaction and elements of bioinformatics pertaining to DNA. 18 hours lecture and 54 hours laboratory.

**BIT-23 - Protein Techniques** 2 units  
CSU*Prerequisite: BIT-20.*

This course is a lab-centered course exploring protein techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience in protein isolation, purification and analysis. Course techniques include spectrophotometric assays, ion-exchange chromatography, colorimetric enzymatic assays, protein gel electrophoresis, introduction to immunodetection assays, and elements of bioinformatics pertaining to proteins. 18 hours lecture and 54 hours laboratory.

**BIT-24 - Principles of Culture Techniques** 3 units  
CSU*Prerequisite: BIT-20.*

This course is a lab-centered course exploring culture techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience in cell and tissue cultures. Course techniques include sterile technique and media preparation for cell and tissue cultures, maintaining cell and tissue culture, and testing cell viability using chemical assays and bright field microscopy. 27 hours lecture and 81 hours laboratory.

**BIT-25 - Research Presentation** **2 units**  
CSU*Prerequisite: BIT-20.*

This course is a lecture/presentation course introducing students to technical writing for scientific documents and delivering oral presentation for topics in biotechnology. Students will develop skills in library research (including Internet database searches) to collect and organize data for scientific document including proposals and papers. Government and industry regulations will be introduced for students to develop skills in presenting data in accordance to biotechnological regulation and legislation. 36 hours lecture.

**BIT-200 - Biotechnology Work Experience** **1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**BLACK STUDIES**

In cooperation with representatives of the Black community, Riverside Community College District has developed a number of courses designed to meet the special needs and interests of Black students. At the same time, these courses provide an opportunity for other students to develop an understanding of and appreciation for the richness of the Black heritage and its contributions to American life.

Among these courses are:

- ENG-20 - Survey of African American Literature
- HIS-14 - African American History I
- HIS-15 - African American History II
- SOC-10 - Race and Ethnic Relations

**BUSINESS ADMINISTRATION****BUS-3 - Computer Applications for Business** **3 units**  
(Same as CAT/CIS-3)  
CSU*Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter 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) (Letter Grade, or Pass/No Pass option.)

**BUS-10 - Introduction to Business** **3 units**  
UC, CSU*Prerequisite: None.*

Scope, function, and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture.

**BUS-18A - Business Law I** **3 units**  
UC\*, CSU*Prerequisite: None.*

The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

**BUS-18B - Business Law II** **3 units**  
UC\*, CSU*Prerequisite: None.*

Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

**BUS-20 - Business Mathematics** **3 units**  
CSU*Prerequisite: None.*

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.

**BUS-22 - Management Communications** **3 units**  
CSU*Prerequisite: None.**Advisory: CAT-30.*

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

**BUS-30 - Entrepreneurship and Small Business Management** **3 units**  
CSU*Prerequisite: None.*

Identify and evaluate opportunities for start-up and existing small businesses. Investigate concepts tools and practices associated with identifying or creating new venture opportunities. Explore ways to shape and evaluate the viability of these opportunities by understanding key industry factors, market and competitive factors, and customer needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-47 - Applied Business and Management Ethics** **3 units**  
(Same as MAG-47)  
CSU*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



**BUS-51 - Principles of Electronic-Commerce** 3 units  
CSU*Prerequisite: None.**Advisory: BUS-10, and CIS-1A.*

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.)

**BUS-53 - Introduction to Personal Finance** 3 units  
CSU*Prerequisite: None.*

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs and personal investing. 54 hours lecture.

**BUS-200 - Business Administration** 1-2-3-4 units  
**Work Experience**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**CHEMISTRY****CHE-1A - General Chemistry, I** 5 units  
UC, CSU CHE-1A + CHE-1B = (C-ID CHEM 120S)  
(C-ID CHEM 110)*Prerequisite: CHE-2A or 3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1AH - Honors General Chemistry, I** 5 units  
UC, CSU CHE-1AH + CHE-1BH = (C-ID CHEM 120S)*Prerequisite: CHE-2A or 3, and MAT-35.**Limitation on enrollment: Enrollment in the Honors program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1B - General Chemistry, II** 5 units  
UC, CSU CHE-1A + CHE-1B = (C-ID CHEM 120S)*Prerequisite: CHE-1A or 1AH.*

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** 5 units  
UC, CSU CHE-1AH + CHE-1BH = (C-ID CHEM 120S)*Prerequisite: CHE-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2A - Introductory Chemistry, I** 4 units  
UC\*, CSU*Prerequisite: MAT-52.*

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2B - Introductory Chemistry, II** **4 units**  
**UC, CSU***Prerequisite: CHE-2A.*

Introduction to organic and biochemistry including: (1) structure, nomenclature and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids and (3) enzyme activity and inhibition. Meets the chemistry requirement for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHICANO STUDIES**

Several courses have been developed to meet the special needs of Chicano (Mexican-American) students. In varying degrees, these seek to (1) establish the Chicano student's identity with the culture, the history, and the elements of the Chicano lifestyle today; (2) provide all Riverside Community College District students with objective, well-planned courses involving the often neglected multiracial aspects of American society; and (3) offer learning experiences that will develop and improve scholastic abilities.

Among these courses are:

ANT-5	-	Native Peoples of Mexico
ESL-54	-	Intermediate Writing and Grammar
ESL-55	-	Advanced Writing and Grammar
ESL-73	-	High Intermediate Reading and Vocabulary
ESL-93	-	Oral Skills III: Advanced Oral Communications
HIS-8 and 9	-	History of the Americas
HIS-30 and 31	-	Introduction to Chicano Studies
SOC-10	-	Race and Ethnic Relations

**COMMUNICATION STUDIES****(Formerly SPEECH COMMUNICATIONS-SPE)****COM-1 - Public Speaking** **3 units**  
**UC, CSU (C-ID COMM 110)***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

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** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

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. 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 - Persuasion in Rhetorical Perspective** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-3 - Argumentation and Debate** **3 units**  
**UC, CSU (C-ID COMM 120)***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-5 - Parliamentary Procedure** **1 unit**  
**CSU***Prerequisite: None.*

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 3 units  
UC, CSU (C-ID COMM 140)**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. 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 3 units  
UC, CSU (C-ID COMM 170)**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

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 3 units  
UC, CSU (C-ID COMM 130)**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9H - Honors Interpersonal Communication 3 units  
UC, CSU (C-ID COMM 130)**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 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 units  
CSU**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

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 3 units  
UC, CSU**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Traces the reciprocal relationship between culture and communication. As people from different culture groups interact, the markings of culture, personality and interpersonal perception have an impact on their interaction. The course reveals the relationship between those interaction patterns. This influence ranges widely, and includes definitions of culture, an understanding of intercultural theories, creation of a culture, cultural adaptation, intercultural effectiveness in relationships and ethno-linguistic identities. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-13 - Gender and Communication 3 units  
UC, CSU**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-19 - Reader's Theater 3 units  
CSU**

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-51 – Enhancing Communication Skills 1 unit***Prerequisite: None.*

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.)

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**COMMUNITY INTERPRETATION**
**CMI-61 - Introduction to Spanish English Translation 3 units***Prerequisite: None.**Advisory: This course is intended for students with near native writing skills in Spanish and English.*

This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

**CMI-71 - Bilingual Interpretation for the Medical Professions 6 units***Prerequisites: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the medical professions, with emphasis on anatomy, illnesses and cultural diversity in institutional procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation, and simultaneous interpretation, and includes a field observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

**CMI-72 - Intermediate Medical Interpreting 4 units***Prerequisite: CMI-71.*

This course builds upon skills and knowledge obtained and practiced in CMI-71. Although the course will continue to highlight medical terminology specific to the provision of all aspects and levels of patient healthcare services, emphasis is on medical specialties and subspecialties, including specialized procedures, uncommon diagnoses, and workers' compensation. Students continue to practice modes of interpretation, with emphasis placed on speed, accuracy, and interpretation of non-standard language/speech patterns. Public speaking, vocabulary building, and test-taking strategies will also be covered. Students will be required to observe the work of professional interpreters in the healthcare setting. 72 hours lecture.

**CMI-81 - Bilingual Interpretation for the Legal Professions 6 units***Prerequisite: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory. (TBA option)

**CMI-82 - Intermediate Legal Interpreting 4 units***Prerequisite: CMI-81.*

This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

**CMI-91 - Introduction to Translation and Interpretation for Business 3 units***Prerequisite: None.**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English.*

This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture.

**CMI-200 - Community Interpretation Work Experience 1-2-3-4 units****CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

### **CAT-1A - Business Etiquette** **1 unit**

*Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-3 - Computer Applications for Business** **3 units** (Same as BUS/CIS-3)

CSU

*Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter 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) (Letter Grade, or Pass/No Pass option.)

### **CAT-30 - Business English** **3 units**

*Prerequisite: None.*

*Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-34A.*

Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-31 - Business Communications** **3 units** CSU

*Prerequisite: None.*

*Advisory: CAT-30.*

This course is designed to teach the fundamentals of written and oral communication in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-50 - Keyboarding and Document Processing** **3 units** CSU

*Prerequisite: None.*

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-51 - Intermediate Typewriting/** **3 units**

**Document Formatting**

CSU

*Prerequisite: None.*

*Advisory: Beginning typing skills and familiarity with basic business document formats; CAT-50.*

Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-53 - Keyboarding/Typing Fundamentals** **1 unit**

*Prerequisite: None.*

Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-54A - Introduction to Flash** **3 units**

(Same as CIS-54A)

CSU

*Prerequisite: None.*

*Advisory: Competency in the use of a computer and familiarity with the Internet; CAT-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This 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)

### **CAT-55 - Applied Accounting/Bookkeeping** **3 units** (Same as ACC-55)

*Prerequisite: None.*

This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **CAT-61 - Professional Office Procedures** **3 units**

*Prerequisite: None.*

*Advisory: CAT-3, 31 and 51.*

Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, database management, spreadsheets, presentation techniques and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CAT-62 - Records Management 3 units***Prerequisite: None.**Advisory: Knowledge of database management.*

Examines the basic procedures covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-65 - Introduction to Microsoft PowerPoint 1.5 units  
(Same as CIS-65)**

CSU

*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-78A - Introduction to Adobe Photoshop 3 units  
(Same as CIS-78A)**

CSU

*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-78B - Advanced Adobe Photoshop 3 units  
(Same as CIS-78B)**

CSU

*Prerequisite: CAT-78A.*

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.)

**CAT-79 - Introduction to Adobe Illustrator 3 units  
(Same as CIS-79)**

CSU

*Prerequisite: None.*

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-80 - Word Processing: Microsoft Word for Windows 3 units****(Same as CIS-80)**

CSU

*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

**CAT-81 - Introduction to Desktop Publishing 3 units  
using Adobe InDesign****(Same as CIS-81)**

CSU

*Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-93 - Computers for Beginners 3 units  
(Same as CIS-93)**

CSU

*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-200 - Computer Applications and Office Technology Work Experience 1-2-3-4 units**

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**COMPUTER INFORMATION SYSTEMS**
**CIS-1A - Introduction to Computer Information Systems 3 units**
**UC, CSU (C-ID ITIS 120)**
*Prerequisite: None.*

An introduction to computer concepts, theory and computer applications. Functions and capabilities of word processors, spreadsheets, databases, presentation graphics and the Internet are covered through lecture, discussion and hands-on computer assignments. Concepts covered include types of software, hardware components, and operating systems with an emphasis on terminology and functionality. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-1B - Advanced Concepts in Computer Information Systems 3 units**
**CSU**
*Prerequisite: CIS- 1A.*

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)

**CIS-2 - Fundamentals of Systems Analysis 3 units**
**(Same as CSC-2)**
**CSU**
*Prerequisite: None.*

Study of structured systems analysis techniques. Course includes the identification of problems, fact gathering, report analysis, system/data flow analysis, screen/forms design, creation of user documentation/reports, and completion of written and verbal presentations and the use of CASE tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-3 - Computer Applications for Business 3 units**
**(Same as BUS/CAT-3)**
**CSU**
*Prerequisite: None.*

This course introduces a suite of computer applications to students preparing to enter 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) (Letter Grade, or Pass/No Pass option.)

**CIS-5 - Programming Concepts and Methodology I: C++ 4 units**
**(Same as CSC-5)**
**UC, CSU**
*Prerequisite: None.*
*Advisory: CIS-1A.*

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.

**CIS-7 - Discrete Structures 3 units**
**(Same as CSC-7)**
**CSU**
*Prerequisite: CIS/CSC-5.*

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)

**CIS-11 - Computer Architecture and Organization: Assembly 3 units**
**(Same as CSC-11)**
**UC, CSU**
*Prerequisite: None.*
*Advisory: CIS/CSC-5.*

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the 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)

**CIS-12 - PHP Dynamic Web Site Programming 3 units**
**(Same as CSC-12)**
**CSU**
*Prerequisite: None.*
*Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*

Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-14A - Web Programming: JavaScript 3 units**
**(Same as CSC-14A)**
**CSU**
*Prerequisite: None.*
*Advisory: Previous programming experience and knowledge of HTM, CIS/CSC-5 and CIS-72A.*

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) (Letter Grade, or Pass/No Pass option.)

**CIS-14B - Web Programming: Active Server Pages 3 units  
CSU**

*Prerequisite: None.*

*Advisory: CIS/CSC-5 and CIS-72A.*

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 Methodology II: C++3 units  
(Same as CSC-17A)**

UC, CSU

*Prerequisite: CIS/CSC-5.*

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)

**CIS-17B - C++ Programming: Advanced Objects 3 units  
(Same as CSC-17B)**

UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-17A.*

This is an advanced C++ 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 complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-17C - C++ Programming: Data Structures 3 units  
(Same as CSC-17C)**

UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-17A.*

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) (Letter Grade, or Pass/No Pass option.)

**CIS-18A - Java Programming: Objects 3 units  
(Same as CSC-18A)**

UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-5.*

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) (Letter Grade, or Pass/No Pass option.)

**CIS-18B - Java Programming: Advanced Objects 3 units  
(Same as CSC-18B)**

UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-18C - Java Programming: Data Structures 3 units  
(Same as CSC-18C)**

UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-18A.*

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) (Letter Grade, or Pass/No Pass option.)

**CIS-20 - Systems Analysis and Design 3 units  
(Same as CSC-20)**

CSU

*Prerequisite: CIS/CSC-2.*

*Advisory: Students should have a working knowledge of MS Access.*

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) (Letter Grade, or Pass/No Pass option.)

**CIS-21 - Introduction to Operating Systems 3 units  
(Same as CSC-21)**

CSU

*Prerequisite: CIS-1A.*

An introduction to operating 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) (Letter Grade, or Pass/No Pass option.)



**CIS-35 - Introduction to Simulation and Game Development** **3 units**

CSU

*Prerequisite: None.*

An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-36 - Introduction to Computer Game Design** **3 units**

CSU

*Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-37 - Beginning Level Design for Computer Games** **3 units**  
**(Same as GAM-37)**

CSU

*Prerequisite: None.*

An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-38A - Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations** **4 units**  
**(Same as GAM-38A)**

CSU

*Prerequisite: None.*

Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. 54 hours lecture and 54 hours laboratory.

**CIS-38B - Simulation and Gaming/3D Animation for Real-Time Interactive Simulations** **4 units****(Same as GAM-38B)**

CSU

*Prerequisite: CIS/GAM-38A.*

Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. 54 hours lecture and 54 hours laboratory.

**CIS-38C - Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations** **4 units****(Same as GAM-38C)**

CSU

*Prerequisite: CIS/GAM-38B.*

Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composited and added to a game engine. 54 hours lecture and 54 hours laboratory.

**CIS-39 - Current Techniques in Game Art** **4 units**  
**(Same as GAM-39)**

CSU

*Prerequisite: None.*

*Advisory: Ability to manipulate graphics including layers and textures with Photoshop or concurrent enrollment in CIS-78A or ADM-71.*

Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

**CIS-54A - Introduction to Flash** **3 units**  
**(Same as CAT-54A)**

CSU

*Prerequisite: None.*

*Advisory: Competency in the use of a computer and familiarity with the Internet; CIS-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This 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)

**CIS-56A - Designing Web Graphics 3 units  
CSU**

*Prerequisite: None.*

*Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-61 - Introduction to Database Theory 3 units  
(Same as CSC-61)  
CSU**

*Prerequisite: None.*

This course provides a comprehensive introduction to the design and development of professional database management systems. This course will demonstrate how to build database structures using "Entity-Relationship" models and relationships. The student will encounter design and development techniques for work groups and enterprise level database models. The course will cover the Systems Development Life Cycle, as well as data validation, business rules, security and disaster recovery techniques. 54 hours lecture.

**CIS-65 - Introduction to Microsoft PowerPoint 1.5 units  
(Same as CAT-65)  
CSU**

*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-72A - Introduction to Web Page Creation 1.5 units  
CSU**

*Prerequisite: None.*

*Advisory: Competency in the use of a computer, familiarity with the Internet; CIS-95A.*

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (TBA option)

**CIS-72B - Intermediate Web Page Creation 1.5 units  
using Cascading Style Sheets (CSS)  
CSU**

*Prerequisite: None.*

*Advisory: Knowledge of HTML and the Internet; CIS-72A and 95A.*

Intermediate webpage creation using cascading style sheets (CSS) to format and lay out webpage 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.)

**CIS-76A - Introduction to Microsoft Expression Web 3 units  
CSU**

*Prerequisite: None.*

*Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders.*

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 website. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-76B - Introduction to Dreamweaver 3 units  
CSU**

*Prerequisite: None.*

*Advisory: CIS-95A.*

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.)

**CIS-78A - Introduction to Adobe Photoshop 3 units  
(Same as CAT-78A)  
CSU**

*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-78B - Advanced Adobe Photoshop 3 units  
(Same as CAT-78B)  
CSU**

*Prerequisite: CIS-78A.*

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.)

**CIS-79 - Introduction to Adobe Illustrator** 3 units  
(Same as CAT-79)

CSU

*Prerequisite: None.*

Fundamentals of Adobe Illustrator, including creating objects, drawing paths and designing with type, creating freehand drawing and illustration, importing and working with graphics. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-80 - Word Processing: Microsoft Word for Windows** 3 units

(Same as CAT-80)

CSU

*Prerequisite: None.**Advisory: Typing knowledge/skills with at least 40 wpm.*

This course is designed to provide introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-81 - Introduction to Desktop Publishing using Adobe InDesign** 3 units

(Same as CAT-81)

CSU

*Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-93 - Computers for Beginners** 3 units

(Same as CAT-93)

CSU

*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-98A - Introduction to Excel** 1.5 units

(Same as CAT-98A)

CSU

*Prerequisite: None.*

Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-200 - Computer Information Systems** 1-2-3-4 units  
**Work Experience**

CSU\*

*Prerequisite: None.*

*Limitation on enrollment: Students must be enrolled in a minimum of 7 units including the work experience units and in a major related to the course.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**DANCE****ACADEMIC COURSES****DAN-6 - Dance Appreciation** 3 units

UC, CSU

*Prerequisite: None.*

A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACTIVITY COURSES****DAN-D19 - Conditioning for Dance** 1 unit

UC, CSU

*Prerequisite: None.*

Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

**DAN-D20 - Introduction to Social Dance** 1 unit

UC, CSU

*Prerequisite: None.*

This course is designed to introduce student to social dance technique. Styles to be studied might include Waltz, Cha cha, Fox trot or Swing. DAN-D20, D30, and D31 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.)

**DAN-D21 - Ballet, Beginning** 1 unit

UC, CSU

*Prerequisite: None.*

This class will provide an opportunity to learn, practice and apply fundamental ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D30 - Social Dance Styles** **1 unit**  
UC, CSU*Prerequisite: None.*

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. DAN-D20, D30, and D31 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.

**DAN-D31 - Hip-Hop Dance** **1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. DAN-D20, D30, and D31 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.)

**DAN-D32 - Jazz, Beginning** **1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. 54 hours laboratory.

**DAN-D37 - Modern Dance, Beginning** **1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D43 - Tap, Beginning** **1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. DAN-D43 and D44 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.

**DAN-D44 - Tap, Intermediate** **1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. DAN-D43 and D44 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.

**DAN-D46 - Pilates Mat Work** **1 unit**  
UC\*, CSU*Prerequisite: None.*

This class is 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 improved alignment, body awareness and control. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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**DENTAL ASSISTANT****Requirements for Eligibility:**

1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD's "Ability to Benefit" test.
3. Valid CPR certification (BLS Healthcare Provider).
4. Verification of receiving the Hepatitis B vaccination, tetanus, MMR, and TB testing.

Meeting minimum requirements does not guarantee admission into the program.

**Selection Process:**

The following priority given to those candidates meeting the minimum requirements:

- **First Priority Selection:**  
Students meeting all GPA requirements and residing within the District. Applications will be assigned a number and all numbers will be randomly selected. Once the maximum number of students is selected, the other applications will be assigned to a waiting list according to the order they are selected. This waiting list is valid for that year only.
- **Second Priority Selection:**  
Students meeting all GPA requirements but not residing within the District. This category will be used only if there are not enough applicants to fill the program needs from the first priority selection category. The number of students selected from the second priority selection pool of applicants will depend on the number of applicants needed to fill the program.

**DEA-10 - Introduction to Dental Assisting and  
Chairside Assisting** **4 units***Prerequisite: None.**Corequisite: DEA-20 and 21.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to the practice and history of dentistry including dental specialties, legal responsibilities and roles of the dental auxiliary, ethical decision making, dental terminology, dental charting, dental equipment, instrument identification, patient communication skills, and the provision of oral hygiene instructions. 54 hours lecture and 54 hours laboratory.

**DEA-20 - Infection Control for Dental Assistants 2 units**

*Prerequisite: None.*

*Corequisite: DEA-10 and 21.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to Center of Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infection control standards and protocols, general safety protocols, general description of microorganisms, concepts of disease spread and its prevention, and how to manage hazardous chemicals used in dentistry. 36 hours lecture and 10 hours laboratory.

**DEA-21 - Introduction to Radiology for Dental Assistants 2 units**

*Prerequisite: None*

*Corequisite: DEA-10 and 20.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course includes the production, characteristics, and biological effects of radiation, the function, components and operation of the x-ray unit; radiation protection and monitoring; chemistry and techniques associated with x-ray film development. Introduction to anatomical landmarks, intraoral long-cone radiographic techniques for exposing bitewing, periapical and occlusal films are taught in this course. 18 hours lecture and 54 hours laboratory. (TBA option)

**DEA-22 - Introduction to Supervised Externships 1.5 units**

*Prerequisite: DEA-10.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course introduces the student to supervised clinical experience in chairside dental assisting. The students will be assigned to the RCC Dental Hygiene Clinic and local general practices. 9 hours lecture and 54 hours laboratory.

**DEA-23 - Introduction to Dental Sciences 3 units**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course is an overview of embryologic development of structures of the head and neck, teeth, and oral cavity; histology of the hard and soft tissues of the oral cavity; the developmental and structural defects involving the oral cavity and teeth; introduction to diseases of the oral cavity including periodontal disease and caries; and general pathology found in the head and neck region. 54 hours lecture.

**DEA-24 - Dental Materials for the Dental Assistant 2 units**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course includes the manipulation of dental materials commonly prepared and used by the dental assistant including temporary dressings, impression materials, cement bases and liners, topical agents, composites, resins, and amalgam. 18 hours lecture and 54 hours laboratory. (TBA option)

**DEA-30 - Intermediate Chairside Dental Assisting 2 units**

*Prerequisite: DEA-20, 23 and 24.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course covers clinical chairside dental assisting duties of the fabrication and cementation of a temporary crown, fabrication and delivery of bleaching splint, fabrication of a sports mouthguard, armamentarium and procedure for the placement of pit and fissure sealants. 18 hours lecture and 54 hours laboratory.

**DEA-31 - Radiology for Dental Assistants 1.5 units**

*Prerequisite: DEA-10, 20 and 21.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 18 hours lecture and 36 hours laboratory.

**DEA-32 - Intermediate Supervised Externships 1 unit**

*Prerequisite: DEA-20, 22, 23 and 24.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. The course provides the student with supervised clinical experience in chairside dental assisting. The student will be assigned to local general practices where they will assist dentists with basic dental procedures. 9 hours lecture and 32 hours laboratory.

**DEA-40A - Advanced Chairside Surgical Dental Assistant 3.5 units**

*Prerequisite: DEA-30 and 32. (A minimum of two years experience in a dental surgery practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).*

*Limitation on enrollment: Enrollment in the Dental Assistant program or valid California Registered Dental Assistant license.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course provides specialized knowledge and skills to perform chairside dental assisting in an oral and maxillofacial surgical and periodontal practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, treatment planning, pain and anxiety management, oral and maxillofacial pathology, specific nerve anatomy and physiology of the cardiovascular and respiratory system, and medically compromised patients as they relate to the surgery patient. 40 hours lecture and 81 hours laboratory. (TBA option)

**DEA-40B - Advanced Chairside Orthodontic Assistant Dental Assistant 3.0 units**

*Prerequisite: DEA-30.*

*Limitation on enrollment: Enrollment in the Dental Assistant program or a valid California Registered Dental Assistant license.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course provides specialized knowledge and skills to perform chairside dental assisting in an orthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the orthodontic patient. 18 hours lecture and 108 hours laboratory. (TBA option)

**DEA-40C - Advanced Chairside Restorative Dental Assistant 5 units**

*Prerequisite: DEA-30 and 32. (A minimum of two years experience in a dental restorative practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite).*

*Limitation on enrollment: Enrollment in the Dental Assistant program or a valid California Registered Dental Assistant license.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course provides specialized knowledge and skills to perform advanced chairside dental assisting procedures in a general or prosthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials and procedures, treatment planning, legal and ethical considerations as they relate to the restorative patient. 36 hours lecture and 162 hours laboratory. (TBA option)

**DEA-41 - Dental Office Procedures 1.5 units**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Dental Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant program. This course is an introduction to purchasing, inventory and cost control; banking and payroll procedures; billing and insurance procedures; collection of accounts; treatment plan and case presentations; and scheduling of patients while preparing the student with interview skills as well as resume writing. Additionally, the course will prepare the student to deal with law and ethics pertaining to the dental assistant working in the field. 18 hours lecture and 36 hours laboratory. (TBA option)

**DENTAL HYGIENE****DEH-10A - Pre-Clinical Dental Hygiene #1 2.5 units CSU**

*Prerequisite: AMY-2A, 2B, COM-1 or 1H, ENG-1A or 1AH, MIC-1.*

*Corequisite: DEH-11, 12A, 12B, 13, 14, 15, 16, 17.*

*Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstrated of skill acquisition and level of competency. Students will work on typodonts and classmates. Student will be required to do observations at specific local dental offices. 144 hours laboratory.

**DEH-10B - Pre-Clinical Dental Hygiene #2 1 unit CSU**

*Prerequisite: None.*

*Corequisite: DEH-19.*

*Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. 54 hours laboratory.

**DEH-11 - Principles of Dental Hygiene 2 units CSU**

*Prerequisite: AMY-2A, 2B, COM-1 or 1H, ENG-1A or 1AH.*

*Corequisite: DEH-10A, 12A, 12B, 13, 14, 15, 16, 17.*

*Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. 36 hours lecture.

**DEH-12A - Principles of Oral Radiology** 1 unit  
CSU*Prerequisite: AMY-2A, ENG-1A or 1AH, MAT-52.**Corequisite: DEH-10A, 11, 12B, 13, 14, 15, 16, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. 18 hours lecture.

**DEH-12B - Oral Radiology Laboratory** 1 unit  
CSU*Prerequisite: AMY-2A, MAT-52.**Corequisite: DEH-10A, 11, 12A, 13, 14, 15, 16, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. 54 hours laboratory.

**DEH-13 - Infection Control in Dentistry** 1 unit  
CSU*Prerequisite: CHE-2A, 2B, ENG-1A or 1AH, MIC-1.**Corequisite: DEH-10A, 11, 12A, 12B, 14, 15, 16, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. 18 hours lecture.

**DEH-14 - Systems Analysis of Dental Anatomy, Morphology, Histology, Embryology** 3.5 units  
CSU*Prerequisite: AMY-2A, 2B.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 15, 16, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 67 hours lecture and 16 hours laboratory.

**DEH-15 - Head and Neck Anatomy** 2 units  
CSU*Prerequisite: AMY-2A, 2B.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 16, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. 36 hours lecture.

**DEH-16 - Preventive Dentistry** 1 unit  
CSU*Prerequisite: CHE-2A, 2B, COM-1 or 1H, ENG-1A or 1AH, KIN-4, MIC-1, PSY-1, SOC-1.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 17.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. Emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 18 hours lecture.

**DEH-17 - General Pathology** 2 units  
CSU*Prerequisite: AMY-2A, 2B, MIC-1.**Corequisite: DEH-10A, 11, 12A, 12B, 13, 14, 15, 16.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. 36 hours lecture.

**DEH-19 - Pain Control** 1.5 units  
CSU*Prerequisite: None.**Corequisite: DEH-10B.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. 25 hours lecture and 36 hours laboratory.

**DEH-20A - Clinical Dental Hygiene #1** **3 units**  
CSU*Prerequisite: None.**Corequisite: DEH-21, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 162 hours laboratory.

**DEH-20B - Clinical Dental Hygiene #2** **1 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

**DEH-21 - Clinical Seminar #1** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-20A, 22, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. 18 hours lecture.

**DEH-22 - Oral Radiology Interpretation** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-20A, 21, 23, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course focuses on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. 18 hours lecture.

**DEH-23 - Introduction to Periodontology** **2 units**  
CSU*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 24, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to a continuation of the study of Periodontics. This course is an introduction of the basic concepts of Periodontics. Emphasis will be placed on the periodontium and the etiology, diagnosis, treatment planning, and prevention of periodontal disease. 36 hours lecture.

**DEH-24 - Ethics** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 25, 26, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to ethics and professionalism as it relates to the profession of dental hygiene. Emphasis will be placed on the challenges of providing ethical care in the clinical setting. 18 hours lecture.

**DEH-25 - Medical and Dental Emergencies** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 24, 26, 27, and 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to planning for the patient's medical management, including prevention, anticipation of potential medical emergencies and implementing appropriate treatment. Emphasis is placed on a problem-based approach to management of medical emergencies. 18 hours lecture.

**DEH-26 - Dental Treatment of Geriatric and Medically Compromised Patients** **2 units**  
CSU*Prerequisite: None.**Corequisites: DEH-20A, 21, 22, 23, 24, 25, 27, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to the special needs of the geriatric and medically compromised patients. Emphasis will be placed on the value of a thorough evaluation and risk assessment of patients, and determining the need for supplemental laboratory test and medical consultations. 36 hours lecture.



**DEH-27 - Oral Pathology** **3 units**  
CSU*Prerequisite: None.**Corequisites: DEH-20A, 21, 22, 23, 24, 25, 26, 28.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the student with an introduction to pathologic conditions that directly or indirectly affect the oral cavity and adjacent structures. Students will learn a spectrum of signs and symptoms accompanied by clinical slides to learn how to correctly make a differential diagnosis. 54 hours lecture.

**DEH-28 - Basic and Applied Pharmacology** **2 units**  
CSU*Prerequisite: None.**Corequisite: DEH-20A, 21, 22, 23, 24, 25, 26, 27.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course introduces the student to the basic principles of pharmacology. Emphasis is on the use, actions, and clinical implications/contraindications to medications. 36 hours lecture.

**DEH-30A - Clinical Dental Hygiene #3** **3.5 units**  
CSU*Prerequisite: None.**Corequisite: DEH-31, 32, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 192 hours laboratory.

**DEH-30B - Clinical Dental Hygiene #4** **1 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

**DEH-31 - Clinical Seminar #2** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-30A, 32, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that are implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis will be placed on assessment and treatment planning of moderate to advanced periodontal cases. The development of the dental hygiene portfolio will be continued. 18 hours lecture.

**DEH-32 - Dental Materials** **2.5 units**  
CSU*Prerequisite: None.**Corequisite: DEH-30A, 31, 33, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. 36 hours lecture and 27 hours laboratory.

**DEH-33 - Periodontology** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 34, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. 18 hours lecture.

**DEH-34 - Community Dental Health Education #1** **1 unit**  
CSU*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 35, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. 18 hours lecture.

**DEH-35 - Community Dental Health Education Practicum #1** **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 36, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student is introduced to a continuation of dental health education practicum that introduces concepts of school lesson planning, development and evaluation mechanisms. Students will also have the opportunity to coordinate dental health education with educational and community systems. 9 hours lecture and 27 hours laboratory.

**DEH-36 - Research Methodology** **2 units**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 37.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of Internet and different search engines will be incorporated in this course. 36 hours lecture.

**DEH-37 - Nutrition in Dentistry** **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-30A, 31, 32, 33, 34, 35, 36.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to nutritional principles as they related to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.

**DEH-40 - Clinical Dental Hygiene #5** **4 units**

CSU

*Prerequisite: None.**Corequisite: DEH-41, 42, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory. (TBA option)

**DEH-41 - Clinical Seminar #3** **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-40, 42, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. 18 hours lecture.

**DEH-42 - Practice Management and Jurisprudence** **2 units**

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 43, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). 36 hours lecture.

**DEH-43 - Advanced Periodontology** **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 42, 44, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. 18 hours lecture.

**DEH-44 - Community Dental Health Education #2** **1 unit**

CSU

*Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 45, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

**DEH-45 - Community Dental Health Education Practicum #2** **1 unit****CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 44, 46.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health practicum that emphasizes the assessment, diagnosis, planning, implementation, and evaluation of community programs. 9 hours lecture and 27 hours laboratory.

**DEH-46 - Advanced Topics in Dental Hygiene** **1 unit****CSU***Prerequisite: None.**Corequisite: DEH-40, 41, 42, 43, 44, 45.**Limitation on enrollment: Enrollment in the Dental Hygiene program.*

This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course examines advanced topics in the field of dental hygiene to prepare students to transition into the private practice arena. Students will discuss how to integrate topics into their clinical practices. Latest clinical duties approved by the Dental Board of California will be discussed. 18 hours lecture.

**DEH-200 - Dental Hygiene Work Experience** **1-2-3-4 units****CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**DENTAL TECHNOLOGY**

The curriculum prepares a student for employment in a private or commercial dental laboratory or dental office performing laboratory techniques and procedures. Emphasis is on fundamental laboratory procedures including all five specialized areas: dentures, crown and fixed partial dentures, ceramics, removable partial dentures, and orthodontic/ pedodontics. The two year (41 unit) full-time program provides for student-centered teaching. The student will receive a Dental Technology certificate upon completing the curriculum in Dental Technology, provided the student has maintained a "C" average or better in each course.

Four internal certificates may be earned while enrolled in the 41 unit certificate pattern. These certificates are in Basic Sciences, Orthodontic Techniques, Removable Techniques, and Fixed Techniques.

Riverside Community College District awards an Associate in Science Degree in Dental Technology upon successful completion of

the prescribed two year program, plus meeting all other graduation requirements.

Recommended Courses:

Health Science 1

Sociology 1

Art 22, Art 23, Art 24

CIS-1A

Communication Studies 1/1H or 9/9H

English 1A or 1AH

Math 35

Business Administration 30

History 7 or 7H or Political Science 1 or 1H

Anatomy and Physiology 10

Requirements for admission to Dental Technology program:

Completion of DEN-70.

Expenses of program:

1. Students are required to purchase a set of hand tools that cost about \$350 for both semesters.
2. Textbooks and supplies cost about \$200.
3. The student furnishes his or her own laboratory coat that is required for wear in the laboratory.
4. Students are urged to carry some form of health and accident insurance. Policies are available to college students at reasonable rates.

**DEN-70 - Introduction to Dental Technology** **2 units***Prerequisite: None.*

An introductory course to acquaint the student with the field of dental technology, the categories of training and employment, the professional relationship of the technician and the dentist, professional growth and trade associations and the ethics and laws governing laboratory practices. Fundamental, hands-on procedures for model and die work as necessary to five core specialties. Additional emphasis on manual dexterity and spatial relationship skills. Successful completion necessary for program admission. 9 hours lecture and 81 hours laboratory.

**DEN-71 - Dental Morphology** **3 units***Prerequisite: None.*

Tooth anatomy, physiology and terminology will be covered to allow the student a thorough study of the terms unique to the dental profession; additional emphasis on the principles of occlusion. Students are required to carve tooth forms to develop manipulative skill and to learn tooth anatomy. 36 hours lecture and 54 hours laboratory.

**DEN-72A - Dental Materials I** **1 unit***Prerequisite: None.*

Composition, characteristics, physical properties and use of nonmetallic materials used by the dental technician. Emphasis will be on gypsum products, duplicating materials, resins, waxes and polishing agents. Additional emphasis on infection control indications and procedures. 18 hours lecture.

**DEN-72B - Dental Materials II****1 unit***Prerequisite: None.*

Composition, characteristics, physical properties and use of metallic materials and dental porcelains used by the dental technician. Emphasis will be on precious, semi-precious and non-precious metals, their respective solders and proper techniques and situations for selection; additional emphasis on preventive maintenance, safety and hazardous communication. 18 hours lecture.

**DEN-74 - Dental Anatomy and Physiology****1 unit***Prerequisite: None.*

Designed to teach the student the anatomy of the head, face and the oral cavity. Emphasis on the bony anatomy of the head, muscles of mastication and their attachments, the blood and nerve supply and the movements of the mandible. 18 hours lecture.

**DEN-75A - Complete Denture Techniques I****3 units***Prerequisite: DEN-70.*

Theory and procedural steps involved in the construction of complete dentures, nightguards, relines, repairs and rebases. Involves the concepts behind model development articulation, and dental tooth arrangement. 18 hours lecture and 108 hours laboratory.

**DEN-75B - Complete Denture Techniques II****3 units***Prerequisite: DEN-75A.*

Theory and applied techniques for denture construction: investing, packing, tinting, resin processing, remount, selective grinding and finishing. Included theory and applied techniques in construction of relines, rebases and repairs. 18 hours lecture and 108 hours laboratory.

**DEN-77A - Removable Partial Denture Techniques I****3 units***Prerequisite: DEN-70.*

Theory and fundamental techniques in the construction of chromecobalt partial dentures; model preparation, refractory casts, elementary principles of survey and design, blockout, duplication and wax-up of refractory casts. 18 hours lecture and 108 hours laboratory.

**DEN-77B - Removable Partial Denture Techniques II****3 units***Prerequisite: DEN-77A.*

Theory and applied techniques in the construction of chrome-cobalt dentures; spruing, investing, casting and finishing of the metal frameworks; soldering and repair. Set-up, process and finish of dentures bases. 18 hours lecture and 108 hours laboratory.

**DEN-79A - Crown and Bridge Techniques I****3 units***Prerequisite: DEN-70.*

Theory and fundamental techniques in the construction of inlays, onlays and full metal crowns; emphasis on model preparation, waxing, investing, casting and finishing. The student will acquire an understanding of how the anatomical structures will influence the construction of a fixed dental prosthetic restoration. 18 hours lecture and 108 hours laboratory.

**DEN-79B - Crown and Bridge Techniques II****3 units***Prerequisite: DEN-79A.*

Theory and applied techniques for crown and bridge construction; principles of bridge design for aesthetics, function, sanitation and comfort; emphasis on abutments, retainers and pontics, bridge assembly utilizing soldered and cast connectors. 18 hours lecture and 108 hours laboratory.

**DEN-82 - Dental Laboratory Management****1 unit***Prerequisite: None.*

Fundamentals of accounting: financial statements, basic record keeping procedures, sales and cash receipts, transactions with individual dentists, end-of-period procedures, financial statement analysis and pricing, as they apply to the dental laboratory industry. 18 hours lecture.

**DEN-85 - Orthodontic/Pedodontic Techniques****3 units***Prerequisite: DEN-70.*

Designed to familiarize the student with the laboratory requirements of orthodontics; wire bending procedures and the fabrication of orthodontic appliances and pedodontic preventive appliances; emphasis on space maintainers, both fixed and removable, habit-breaking appliances, appliances for effective tooth movement. 18 hours lecture and 108 hours laboratory.

**DEN-89A - Dental Ceramics I****3 units***Prerequisite: DEN-79B.*

Theory and fundamental techniques for fabricating cast metal substructures; opaquing, porcelain manipulation, color control, blending, firing, shaping and glazing single crowns with emphasis on porcelain fused to metal restorations. 18 hours lecture and 108 hours laboratory.

**DEN-89B - Dental Ceramics II****3 units***Prerequisite: DEN-89A.*

Theory and advanced techniques for constructing porcelain fused to metal multiple crowns and bridgework; framework design, assembly, porcelain buildup, add-ons and staining; pre and post soldering, porcelain jacket crowns and porcelain veneers. 18 hours lecture and 108 hours laboratory.

**DEN-200 - Dental Technology Work Experience** **1-2-3-4 units**  
**CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**EARLY CHILDHOOD EDUCATION**
**EAR-19 - Observation and Assessment in Early Childhood Education 3 units****CSU (C-ID ECE 200)***Prerequisite: None.*

This course focuses on 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.

**EAR-20 - Child Growth and Development 3 units****UC, CSU (C-ID CDEV 100)***Prerequisite: None.*

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an 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.

**EAR-22 - Early Childhood Programs and Career Opportunities 3 units****CSU***Prerequisite: None.*

The course explores the historical backgrounds and philosophies of early childhood programs. The theories of Dewey, Montessori, Erikson, Piaget and Vygotsky are examined as the foundation for current strategies in early childhood care and developmentally appropriate learning experiences. The characteristics of various program types are introduced along with the requirements of operation: state licensing, laws, permits, and regulations. Career opportunities, particularly those involving the Pre-K and K-12 educational systems, are discussed and explored, as well as other career paths open to educators. Observations of various educational settings are required. 54 hours lecture.

**EAR-23 - Family Home Child Care Program 3 units****CSU***Prerequisite: None.*

This course is designed to meet the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

**EAR-24 - Introduction to Curriculum 3 units****CSU (C-ID ECE 130)***Prerequisite: None.*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course 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.

**EAR-25 - Teaching in a Diverse Society 3 units****UC, CSU (C-ID ECE 230)***Prerequisite: None.*

This course will examine 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. Course involves 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.

**EAR-26 - Health, Safety and Nutrition 3 units****CSU (C-ID ECE 220)***Prerequisite: None.*

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.

**EAR-28 - Principles and Practices of Teaching Young Children 3 units****CSU (C-ID ECE 120)***Prerequisite: None.*

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. This course 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.

**EAR-30 - Practicum in Early Childhood Education 4 units  
CSU (C-ID ECE 210)**

*Prerequisite:* EAR-20, 24, 28 and 42.

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 Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

**EAR-31 - Home Visiting 3 units  
CSU**

*Prerequisite:* EAR-20.

This class will provide an overview of the basics required for an early intervention assistant to effectively provide services to a child with a disability and their family in the home environment. Students will be challenged to develop a personal philosophy regarding early intervention services in the home. Topics will be geared to prepare students to handle the diversity of environments, family systems, and interpersonal communication styles they will encounter. Additional topics will provide support relating to personal organization and preparation for the visits, collaboration with other professionals, infant mental health, and developing appropriate home based interventions for the child and family. 54 hours lecture.

**EAR-33 - Caring for Infants and Toddlers in Group Settings 3 units  
CSU**

*Prerequisite:* None.

*Advisory:* EAR-20.

This course provides caregivers in family day care homes, infant/toddler centers, or early intervention settings, the components of quality care and education for typically and atypically developing infants and young children ages 0 to 3. The specific development of the child from birth to age three will be studied in relation to the development of appropriate activities and materials to meet the child's developmental needs. Health, safety, and nutrition; components of physical space and equipment in the natural environment; and play of the young child will be examined. 54 hours lecture.

**EAR-34 - Curriculum Activities for Infants and Toddlers 3 units  
CSU**

*Prerequisite:* None.

*Advisory:* EAR-33.

An introduction to assessing, planning, and developing individualized activities for infants and toddlers. Practical learning experiences will be developed in various curriculum areas such as science, learning games, creative arts, imaginative play, music and movement, language, self-concept and discipline. 54 hours lecture.

**EAR-35 - Internship in Infant and Toddler Care 3 units  
CSU**

*Prerequisite:* EAR-20.

*Advisory:* EAR-33 and 34.

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

**EAR-37 - School Age Child Care 3 units  
CSU**

*Prerequisite:* EAR-20.

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

**EAR-38 - Adult Supervision in ECE/CD Classrooms 3 units  
CSU**

*Prerequisite:* EAR-44.

This course is a study of the methods and principles of supervising teachers, assistant teachers, student teachers, parents and volunteers in early childhood/child development classrooms. Emphasis is on the role of administrators and classroom teachers who function as mentors to new personnel while simultaneously addressing the needs of administrative concerns, other staff, children and parents. Practical experience is attained in verbal and written communication. Attention is given to the role of communication as the conduit for establishing good interpersonal relations. Meets the requirements for the Child Development Permit Option 1 for the Master Teacher, Site Supervisor and Program Director level. 54 hours lecture.

**EAR-40 - Introduction to Infants and Children with Disabilities and Other Special Needs 3 units  
CSU**

*Prerequisite:* None.

This course is designed to introduce students to the characteristics of infants and children with disabilities and other types of special needs. Students will also learn about early intervention, special education and civil rights laws and history, the dynamics of the family of an infant or child with special needs, as well as intervention and support strategies for infants and children with disabilities and other special needs in the early childhood natural environment. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

**EAR-41 - Internship in Early Intervention/ Special Education** 4 units

CSU

*Prerequisite: EAR-20.*

This course provides a supervised practicum as an assistant in an early intervention/special education setting with children from birth through 8 years old. It explores the characteristics and distinctive needs of infants and young children with disabilities and other special needs, and their development. The role of the family, teacher and community agencies will be studied. Natural environments, adaptation of curriculum, and identification and assessment will be discussed. 36 hours lecture and 108 hours laboratory (TBA option).

**EAR-42 - Child, Family, and Community CSU (C-ID CDEV 110)** 3 units*Prerequisite: None.*

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.

**EAR-43 - Children with Challenging Behaviors CSU** 3 units*Prerequisite: EAR-20.**Corequisite: EAR-19.*

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

**EAR-44 - Administration of Early Childhood Programs I CSU** 3 units*Prerequisite: EAR 20, 24, 28 and 42.*

Introduction to management skills and administrative responsibilities pertaining to the successful operation of care and educational environments for early childhood programs. Emphasis is on the administration of programs for infants, toddlers, preschool, and school-age children. Content areas include: child/program development, adult supervision and management, family and community relationships, human resources development, business/fiscal management, and technological skill development. 54 hours lecture.

**EAR-45 - Administration of Early Childhood Programs II** 3 units

CSU

*Prerequisite: EAR-44.*

Examines the dynamics of management behavior and responsibilities, and the communication process within the organization. It includes the essentials of curriculum design, and its implementation and maintenance through systems of professional staff accountability. Quality program standards are reviewed and their link to professional growth planning and development are addressed. Presented as the foundation for effective management is skill building in leadership, team work, time management, sensitivity toward diversity, and advocating for the principles of developmentally appropriate practices. 54 hours lecture.

**EAR-47 - Childhood Stress and Trauma CSU** 3 units*Prerequisite: None.*

This course is an introduction to the common and uncommon stresses of childhood and the short-and long-term effects it has on a child's development. The many needs and issues of children and families make child development programs challenging as well as rewarding. When exceptional stress and trauma get added into the picture, life can feel overwhelming for everyone involved. This course is designed to develop an understanding of how children react and adapt to stress and trauma as a form of survival. Outside observations required. 54 hours lecture.

**EAR-200 - Early Childhood Studies Work Experience CSU\*** 1-2-3-4 units*Prerequisite: None.**Advisory: Student should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.




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**ECONOMICS**
**ECO-4 - Introduction to Economics 3 units**  
 UC\*, CSU

*Prerequisite: None.*

An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

**ECO-5 - Economics of the Environment 3 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

**ECO-6 - Introduction to Political Economy 3 units**  
 (Same as POL-6)

UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

**ECO-7 - Principles of Macroeconomics 3 units**  
 UC, CSU

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

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.

**ECO-7H - Honors Principles of Macroeconomics 3 units**  
 UC, CSU

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. 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.

**ECO-8 - Principles of Microeconomics 3 units**  
 UC, CSU

*Prerequisite: MAT-52.*

*Advisory: MAT-35 and qualification for ENG-1A.*

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.

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**EDUCATION**
**EDU-1 - Introduction to Elementary Classroom Teaching 4 units**  
 UC, CSU

*Prerequisite: None.*

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.

**EDU-3 - Introduction to Literacy Instruction 3 units**  
 UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Able to meet safety and health clearance standards for a public school district.*

This course is designed for students participating in the Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The basic processes of literacy acquisition are presented. Instructional literacy strategies are introduced and essential competencies for delivering culturally relevant reading instruction to emerging readers are developed. This class is to be taken concurrently with enrollment in EDU-4 the teacher education program where literacy strategies are practiced and applied in an elementary school (K-3) tutorial setting. 54 hours lecture.



**EDU-4 - Introduction to Literacy / Service Learning** 1 unit

CSU

*Prerequisite: None.*

This course is designed for students participating in the Liberal Studies Blended Teacher Education Program, students considering teaching as a profession and for prospective literacy tutors. The purpose of this class is to provide early, supervised experience to pre-service teachers in the form of service learning. The lectures provide for orientation, literacy instruction review, reflection, and problem solving. In addition, 40 hours of volunteer service work will be required. Experiential learning activities will include literacy tutoring at various educational levels. Through this service learning class students will begin to develop fluency with the fundamental skills of literacy development and with literacy instruction as applied to an individual, small groups and whole classes. Additionally, they will begin to acquire classroom management techniques and other routine teaching skills required in the public schools. 18 hours lecture.

**EDU-5 - AmeriCorps Community Service-Learning** 3 units

CSU

*Prerequisite: None.*

This course is designed to provide AmeriCorps members with program training, theory and practices of AmeriCorps community service at local service sites (elementary schools.) Emphasis is placed on AmeriCorps member training, leadership, citizenship and personal development through experience at local service sites. 54 hours lecture and 360 hours classroom tutoring.

**EDU-51 - Leadership Development Studies** 3 units

CSU

*Prerequisite: None.*

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

**EDU-200 - Education Work Experience** 1-2-3-4 units

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

**EMERGENCY MEDICAL SERVICES**

Prior to acceptance to the Emergency Medical Services Paramedic Program, students must have the following: a valid EMT-1 card and a valid American Heart Association Healthcare Provider level CPR card (both to remain current throughout the program), a high school diploma or GED, verification of at least 18 years of age, documentation of at least 1 year and 2000 hours of paid or volunteer service as an EMT-1 (50% of the experience must be in the prehospital setting,) and successful completion of AMY-10 or equivalent. Attendance at orientation and successful completion of paramedic preparatory class are also required. Students will receive further details upon acceptance into program.

Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. **Before taking any of these steps, attendance at orientation and successful completion of paramedic preparatory class are also mandatory.**

It is highly recommended that students take courses in medical terminology, medical math and English composition before the program begins.

**EMS-50 - Emergency Medical Services - Basic** 6 units*Prerequisite: None.**Corequisite: EMS-51.*

*Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.*

An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS-51) prepares this student as an Emergency Medical Technician (EMT) for work in the prehospital emergency medical environment. 96 hours lecture and 64 hours laboratory. (TBA option)

**EMS-51 - Emergency Medical Services-Basic Clinical/Field** 1 unit*Prerequisite: None.**Corequisite: EMS-50.*

*Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Attendance is required at the EMS Orientation prior to the start of class. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, students must attend program orientation.*

Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course is the second part of EMS 50/51 series and meets all state and national guidelines. 64 hours laboratory. (TBA option)

**EMS-60 - Patient Assessment and Airway Management 4 units**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-61, 62, and 63.*

Enables Emergency Medical Technicians (EMTs) to refine their skills and develop to the level of a paramedic; concentrates on patient assessment and airway management techniques needed in dealing with sick and injured patients; integral component of the first semester of the MVC Paramedic Program. 62 hours lecture and 64 hours laboratory.

**EMS-61 - Introduction to Medical Pathophysiology 3 units**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 62, and 63.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; integral component of the first semester of the MVC Paramedic Program; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 62 hours lecture.

**EMS-62 - Emergency Pharmacology 4 units**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 61, and 63.*

Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; integral component of the first semester of the MVC Paramedic Program; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 64 hours laboratory.

**EMS-63 - Cardiology 4 units**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Paramedic program and concurrent enrollment in EMS-60, 61, and 62.*

Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies. This includes treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 62 hours lecture and 64 hours laboratory.

**EMS-70 - Trauma Management 4 units**

*Prerequisite: EMS-60, 61, 62 and 63.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-71 concurrently.*

The paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 64 hours lecture and 32 hours laboratory.

**EMS-71 - Clinical Medical Specialty I 2.5 units**

*Prerequisite: EMS-60, 61, 62 and 63.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-70 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory.

**EMS-80 - Medical Emergencies 4.5 units**

*Prerequisite: EMS-70 and 71.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-81, 82 and 83 concurrently.*

Prepares the paramedic student for management of patients with medical emergencies; includes selection of appropriate treatment protocols, electrocardiogram interpretation, pharmacology, and interventions that lead to a viable outcome for a patient experiencing a medical emergency. 64 hours lecture and 64 hours laboratory.

**EMS-81 - Special Populations 4.5 units**

*Prerequisite: EMS-70 and 71.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-80, 82 and 83 concurrently.*

Provides paramedic students to care for clients with special problems through a review of anatomy and physiology as well as the pathophysiological process of neonatology, pediatrics, geriatrics, abuse, assault, and patients with special needs, also includes discussion of acute interventions for chronic care patients. 64 hours lecture and 64 hours laboratory.

**EMS-82 - Special Topics 2 units**

*Prerequisite: EMS-70 and 71.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-80, 81 and 83 concurrently.*

Provides second level paramedic students with an overview of issues and problems that are directly impacting the emergency provider. The paramedic student will be educated on how to deal with weapons of mass destruction, bioterrorism, urban terrorism threats and a variety of current topical issues that they will face in an unpredictable environment. 32 hours lecture and 32 hours laboratory.

**EMS-83 - Clinical Medical Specialty II 2.5 units**

*Prerequisite: EMS-70 and 71.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-80, 81 and 82 concurrently.*

Enables paramedic students to apply theory and skills learned in corequisite courses under supervision of health care professionals in a wide variety of patient care of the sick and injured in a hospital setting. 144 hours laboratory. (TBA option)

**EMS-90 - Assessment Based Management 4.5 units**

*Prerequisite: EMS-80, 81, 82 and 83.*

*Limitation on enrollment: Acceptance into the Paramedic program.*

*Students must enroll in EMS-91 concurrently.*

Prepares fourth level paramedic students to assess and make clinical/field judgments regarding the treatment of the ill or injured patient; focuses on refining existing knowledge and skills. 64 hours lecture and 64 hours laboratory.

**EMS-91 - Paramedic Field Internship 10 units***Prerequisite: EMS-80, 81, 82 and 83.**Limitation on enrollment: Acceptance into the Paramedic program.**Students must enroll in EMS-90 concurrently.*

Concluding course of the Paramedic program; provides a minimum of 540 hours of field training under the supervision of an approved preceptor to third level paramedic students; enables students to further refine and develop skills necessary for certification as a Paramedic; includes a wide variety of patient care activities including medical histories; physical examination, patient management and supportive care of the sick injured in a field setting. 540-600 hours laboratory. (TBA option)

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**ENGLISH**

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

**ENG-1A - English Composition 4 units  
UC, CSU (C-ID ENGL 100)***Prerequisite: ENG-50 or 80 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Classroom instruction integrates Writing and Reading Center activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1AH - Honors English Composition 4 units  
UC, CSU (C-ID ENGL 100)***Prerequisite: ENG-50 or 80 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will write a minimum of 10,000 words. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1B - Critical Thinking and Writing 4 units  
UC, CSU***Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with Writing and Reading Center activities. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1BH - Honors Critical Thinking and Writing 4 units  
UC, CSU***Prerequisite: ENG-1A or 1AH.**Limitation on enrollment: Enrollment in the Honors program.*

This course develops critical thinking, reading, and writing skills through the formal study of argument and literature. Composition totaling a minimum of 10,000 words serves to correlate writing with reading. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. Classroom activities integrate with Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-4 - Writing Tutor Training 2 units  
CSU***Prerequisite: ENG-1A or 1AH.*

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)

**ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century 3 units  
UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-7 - British Literature II: Romanticism through Modernism/Postmodernism 3 units  
UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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 units  
(Same as HUM-8)  
UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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.

**ENG-9 - Introduction to Shakespeare** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-10 - Special Studies in Literature** 3 units  
CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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 units  
UC, CSU (C-ID ENGL 200)*Prerequisite: ENG-1A or 1AH.*

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 writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-14 - American Literature I: Pre-Contact through Civil War** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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 the Present** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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 Language** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

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-20 - Survey of African American Literature** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-23 - The Bible as Literature** 3 units  
(Same as HUM-23)  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-25 - Latino Literature of the United States** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Latino literature of the regional United States in all genres from the early oral traditions, chronicles and epic poems of the 15th through 19th centuries to the essays, poems, plays and novels of 20<sup>th</sup> century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-30 - Children's Literature** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-35 - Images of Women in Literature** 3 units  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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.)

**ENG-40 - World Literature I: From Ancient Literatures to the Seventeenth Century** **3 units**  
UC, CSU (C-ID ENGL 140)

*Prerequisite: None.*

*Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17<sup>th</sup> 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 units**  
UC, CSU (C-ID ENGL 145)

*Prerequisite: None.*

*Advisory: ENG-1B or 1BH.*

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-48 - Short Story and Novel from the Twentieth Century to the Present** **3 units**  
CSU

*Prerequisite: None.*

*Advisory: ENG-1B or 1BH.*

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 units**

*Prerequisite: ENG-60B, ESL-55 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will write a minimum of 5,000 words. Classroom instruction integrates Writing and Reading Center activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-60A - English Fundamentals: Sentence to Paragraph** **4 units**

*Prerequisite: None.*

Develops student's writing, active-reading and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A1 - English Fundamentals: Sentence Structure** **1 unit**

*Prerequisite: None.*

Develops students' sentence structure skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A2 - English Fundamentals: Grammar and Usage** **1 unit**

*Prerequisite: None.*

Develops students' grammar and usage skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A3 - English Fundamentals: Mechanics and Spelling** **1 unit**

*Prerequisite: None.*

Develops students' mechanics and spelling skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60A4 - English Fundamentals: Paragraph Construction** **1 unit**

*Prerequisite: None.*

Develops students' paragraph writing skills to basic-level performance. One of a four-part series that equates with English 60A. Courses in this series may be taken in any order. 18 hours lecture and 4.5 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-60B - English Fundamentals: Paragraph to Essay** **4 units**

*Prerequisite: ENG-60A or qualifying placement level.*

Develops the student's basic-level writing, active-reading and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-80 - Preparatory Composition** **6 units**

*Prerequisite: None.*

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 integrates Writing and Reading Center activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

**ENG-90B - Special Topics in English: The Research Paper Process** **1 unit**

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Guides students through the entire research process, which includes choosing the topic; conducting and evaluating research; organizing the research material; pre-writing and multiple drafts; academic formats; and preparation of the final product. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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**ENGLISH AS A SECOND LANGUAGE**
**ESL-51 - Basic Writing and Grammar 4 units**

*Prerequisite: None.*

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-52 - Low-intermediate Writing and Grammar 4 units**

*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-53 - Intermediate Writing and Grammar 4 units**

*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-54 - High-intermediate Writing and Grammar 5 units  
UC\*, CSU**

*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-55 - Advanced Writing and Grammar 5 units  
UC\*, CSU**

*Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.*

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-71 - Basic Reading and Vocabulary 4 units**

*Prerequisite: None.*

*Advisory: Enrollment in ESL-51 or 52 or qualifying placement level on a state-approved placement instrument.*

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 units**

*Prerequisite: None.*

*Advisory: Enrollment in ESL-53 or 54.*

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 units**

*Prerequisite: None.*

*Advisory: Enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.*

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-90C - Special Topics in ESL: Preposition Review 1 unit**

*Prerequisite: None.*

*Advisory: Qualification for ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and phrasal verbs. Attention will focus on specialized usage and problem areas. Topics include two- and three-part verbal idioms, two-part adjectives, adjectival and adverbial idioms, and prepositions used in normal discourse. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90D - Special Topics in ESL: Verb Tense Review 2 units**

*Prerequisite: None.*

*Advisory: Qualification for or enrollment in ESL-54 or higher.*

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-90G - Special Topics in ESL: Mastering Articles: A, An, and The 1 unit**

*Prerequisite: None.*

*Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with extensive review of and practice using definite and indefinite articles in English. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90H - Special Topics in ESL: Phrases and Clauses 1 unit***Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in using phrases and clauses to write well-structured sentences. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation with compound and complex sentence structures. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90I - Special Topics in ESL: Punctuation Review 1 unit***Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Students will analyze and apply the rules of punctuation. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90J - Special Topics in ESL: Spelling Review 1 unit***Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Improves students' spelling skills. Students will analyze and apply the rules and principles of spelling in American English. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-91 - Oral Skills I: Beginning Oral Communication 3 units***Prerequisite: None.**Advisory: Concurrent enrollment in ESL-51 or 52.*

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 units***Prerequisite: None.**Advisory: Concurrent enrollment in ESL-53 or 54.*

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 units***Prerequisite: None.**Advisory: Concurrent enrollment in ESL-54, 55 or ENG-50.*

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. (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-95 - Pronunciation and Accent Reduction 3 units***Prerequisite: None.**Advisory: Qualification for ESL-52 or higher.*

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.)

**FILM STUDIES****FST-1 - Introduction to Film Studies 3 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. 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. (Letter Grade, or Pass/No Pass option.)

**FST-3 - Introduction to International Cinema 3 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

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 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introduction to classical and contemporary film genres, such as the crime film or the 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 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of fiction and/or literary non-fiction adapted into film. Examples of literature and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**FIRE TECHNOLOGY**
**FIT-1 - Fire Protection Organization** 3 units  
CSU*Prerequisite: None.*

Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service, fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

**FIT-2 - Fire Behavior and Combustion** 3 units  
CSU*Prerequisite: None.*

Theory and fundamentals of how and why fires start, spread and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FIT-3 - Fire Protection Equipment and Systems** 3 units  
CSU*Prerequisite: None.*

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.

**FIT-4 - Building Construction for Fire Protection** 3 units  
CSU*Prerequisite: None.*

This course provides the components of building construction related to firefighting and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FIT-5 - Fire Prevention** 3 units  
CSU*Prerequisite: None.*

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression. 54 hours lecture.

**FIT-6 - Fire Apparatus and Equipment** 3 units  
CSU*Prerequisite: None.*

Exposes the student to mechanized equipment operated by the fire service personnel and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. 54 hours lecture.

**FIT-7 - Principles of Fire and Emergency Services Safety and Survival** 3 units  
CSU*Prerequisite: None.*

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services regarding first responder deaths and injuries. 54 hours lecture.

**FIT-8 - Strategies and Tactics** 3 units  
CSU*Prerequisite: None.*

Principles of fire control through utilization of manpower, equipment and extinguishing agents, fire command and control procedures; utilization of information on types of building construction in fire control; pre-fire planning; an organized approach to decision making on the fire ground. 54 hours lecture.

**FIT-9 - Fire Ground Hydraulics** 3 units  
CSU*Prerequisite: None.*

Provides a review of applied mathematics and hydraulic principles as they relate to fire service applications. Hydraulic formulas will be utilized and mental calculations required. Engine pressure, hose appliances, friction loss and nozzle pressure will be discussed. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



**FIT-14 - Wildland Fire Control CSU** **3 units***Prerequisite: None.*

This course provides students with a fundamental knowledge of factors affecting wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in wildland fire control. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FIT-200 - Fire Technology Work Experience CSU\*** **1-2-3-4 units***Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**FIT-A1A - Fire Investigation 1A** **2 units***Prerequisite: None.*

Fundamentals of investigation; causes, chemistry, and physics of fires; collection and preservation of physical evidence; scientific aids; laws relating to arson; case preparation and report writing. This course meets the requirements of the California Fire Academy System. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-A1B - Fire Investigation 1B** **2 units***Prerequisite: FIT-A1A.*

This course provides the participants with information to achieve a deeper understanding of fire investigation. This course builds on FITA1A and adds topics of discussion to include the juvenile fire setter, report writing, evidence collection and preservation procedures. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-A2A - Fire Investigation 2A** **2 units***Prerequisite: FIT-A1B.*

This course provides the information to successfully investigate, apprehend, and convict arsonists and focuses heavily on the legal case preparation. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-A2B - Fire Investigation 2B** **2 units***Prerequisite: FIT-A2A.*

This course provides advanced instruction in fire scene investigation, case preparation and courtroom presentation. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C1A - Command 1A, Command Principles for Command Officers** **2 units***Prerequisite: None.*

Designed to provide fire company officers with information and experience in command and control techniques used at the scene of an emergency. Emphasizes decision making, the act of commanding, the authority, the personnel, organization structure and preplanning and training techniques. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C1B - Command 1B, Command Operations for the Company Officer** **2 units***Prerequisite: FIT-C1A and C20.*

This course provides an overview of the considerations specific to a hazardous materials incident, multi-casualty incident, technical rescue and first alarm high-rise structure fire, including the utilization of the incident command system. Each student will have the opportunity to gain experience in a controlled environment through incident simulation. 40 hours lecture. (Letter Grade, or Pass/No Pass option) (Certificate fee: \$80.00)

**FIT-C1C - Fire Command 1C, I-Zone Firefighting for Company Officers** **2 units***Prerequisite: FIT-C1A.*

This course is designed around the responsibilities of the company officer at a wildland/urban interface incident. It will bring the structural company officer out of the city and into the urban interface. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C2A - Command 2A, Command Tactics at Major Fires** **2 units***Prerequisite: FIT-C1A.*

This course prepares the officer to use management techniques and the Incident Command System (ICS) when commanding multiple alarms or large suppression fires. Topics include advanced ICS, tactics and strategies for large suppression operations and communication/ management techniques for use in unified command structures and areas of geographical division separation. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents** **2 units***Prerequisite: FIT-C1B and C2A.*

This course includes areas of discussion on information and databases, organizations, agencies and institutions involved in hazardous materials response and research, planning for your community's hazardous materials problems, legislation, litigation and liabilities of hazardous materials response. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C2C - Command 2C, High Rise Fire Tactics** **2 units***Prerequisite: FIT-C2A.*

This course is approached from a system basis and is applied to both small and large high rise buildings. Topics include: prefire planning, building inventory, problem identification, ventilation methods, water supply, elevators, life safety, strategy and tactics, application of the Incident Command System and specific responsibilities. Case studies and simulation are used. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C2D - Command 2D, Planning for Large Scale Disasters** **2 units***Prerequisite: FIT-C1A and C1B.*

This course is designed for supervisory and managerial fire service personnel. The course critically examines the need for emergency disaster/multi-hazard management systems, preplanning, multidisciplinary work groups while stressing the importance of the integrated team approach to managing emergencies. This course also reviews the Standard Emergency Management System. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-C2E - Fire Command 2E, Wildland Firefighting Tactics** 1 unit*Prerequisite: FIT-C1A and C1B.*

Provides line and staff officers and potential line and staff officers with the knowledge necessary to perform and coordinate in a management/ supervisory capacity during an extended wildland fire attack related incident. 24 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

**FIT-C2M - Incident Management 2** 1 unit*Prerequisite: None.*

Provides line and staff officers and potential line and staff officers with the basic management knowledge necessary to perform and coordinate in a management/supervisory capacity during a fire incident. Specifically designed for California Department of Forestry and Fire Protection employees. 18 hours lecture and 18 hours laboratory.

**FIT-C19A - Introduction to Wildland Fire Behavior (S-190)** .25 unit*Prerequisite: None.*

This introductory course provides instruction in basic wildland fire behavior factors that will aid students in the safe and effective control of wildland fires. 8 hours lecture.

**FIT-C19B - Intermediate Wildland Fire Behavior (S-290)** .5 unit*Prerequisite: FIT-C19A.*

This intermediate course is designed to meet the training requirements to work in the operations section of the Incident Command System. This course is a skill course that is designed to instruct prospective fireline supervisors in wildland behavior for effective and safe fire management operations. 16 hours lecture and 16 hours laboratory.

**FIT-C20 - Basic Incident Command System (I-200)** .5 unit*Prerequisite: None.*

Provides public safety workers and potential public safety workers with the knowledge necessary to perform in a support capacity at an incident or event being managed within the organizational guidelines, defined terminology, and common responsibilities and roles of the Incident Command System. 12 hours lecture and 4 hours laboratory.

**FIT-C30 - Intermediate Incident Command System (I-300)** .5 unit*Prerequisite: FIT-C20.*

This course provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion. The course provides guidelines for organizational growth during an emergency incident, and demobilization procedures for an emergency incident that is ending. 12 hours lecture and 12 hours laboratory.

**FIT-C33A - Strike Team Leader All Risk (S-330)** 1.5 unit*Prerequisite: FIT-C30.*

This course provides students with the necessary information to become a State certified Strike Team Leader – All Risk. 28 hours lecture and 4 hours laboratory. (Certificate fee: \$20.00)

**FIT-C39 - Division/Group Supervisor (S-339)** .25 unit*Prerequisite: FIT-C30 and C33A.*

*Advisory: Prior to attending the course, students should review ICS Field Operations Guide, ICS-420-1.*

This course provides potential Division/Group supervisors with the management skills necessary to perform specific functions within the Incident Command System (ICS). 8 hours lecture and 16 hours laboratory. (Certificate fee: \$20.00)

**FIT-C40 - Advanced Incident Command System (I-400)** .5 unit*Prerequisite: FIT-C20 and C30.*

This course provides public safety managers with the knowledge and skills associated with executive-level authority and decision making within the Incident Command System. Managerial theories, progressive discipline, conflict resolution, and emergency incident action planning will be discussed. This course emphasizes fiscal accountability and responsibility, and allocation of emergency resources. 12 hours lecture and 12 hours laboratory.

**FIT-C41 - Safety Officer (I-404)** 1 unit*Prerequisite: FIT-C33A, C34A or C34C; and C39 and C40.*

This course introduces new safety officers to the tasks and responsibilities associated with being an emergency incident Safety Officer within the framework of the Incident Command System. Students will analyze safety hazards, draft safety messages and memos, brief other students on safety topics, and prepare documents and forms associated with on-the-job injuries or deaths. 24 hours lecture 8 hours laboratory. (Certificate fee: \$20.00)

**FIT-C42 - Information Officer (I-403)** 1 unit*Prerequisite: None.**Advisory: FIT-C20, C30 and C40.*

This course delivers the information needed for functioning as a Public Information Officer in an emergency incident. After completing this course the student will be able to represent an emergency response agency to the media and the public. The course will cover public relations, dealing with the media and the issuing of press releases. 24 hours lecture and 8 hours laboratory. (Certificate fee: \$20.00)

**FIT-C43 - Operations Section Chief All Risk (S-430)** 1 unit*Prerequisite: FIT-C39, C40.*

*Limitation on enrollment: Must be associated with a fire department at the Company Officer level.* This course meets all requirements of the Firescope All Risk qualification system for the position of Operations Section Chief. Additionally, this course complies with the Wildland Fire Qualifications System set forth in 310-1 and the National Wildfire Coordinating Group. 24 hours lecture and 8 hours laboratory. (Certificate fee: \$20.00)

**FIT-E2A - First Responder Medical 2 units***Prerequisite: None.*

This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 38 hours lecture and 18 hours laboratory.

**FIT-E3D - Emergency Medical Technician Continuing Education 1 unit***Prerequisite: None.**Limitation on enrollment: Must have current EMT certification*

This course is designed to provide fire service personnel with annually required continuing education in pre-hospital emergency medical care at the EMT-1 level. 20 hours lecture and 12 hours laboratory.

**FIT-E7A - Public Safety First Aid and Cardiopulmonary Resuscitation .5 unit***Prerequisite: None.*

This course is designed specifically for non-first responder personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 16 hours lecture and 16 hours laboratory.

**FIT-H2 - Hazardous Materials First Responder Operational .5 unit***Prerequisite: None.*

Provides public safety workers and other likely first responders with the knowledge and skill to respond to hazardous materials emergencies in a safe and competent manner, at the basic operational level. 14 hours lecture and 2 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FIT-H3 - Hazardous Materials First Responder Operational-Decontamination .25 unit***Prerequisite: FIT-H2.*

Provides Hazardous Material First Responder Operations (FRO) Certified individuals with information and techniques to perform decontamination at Hazardous Materials Incidents. This includes decontamination of responding personnel, general public, and equipment from hazardous materials to ensure protection of life, environment, and surrounding property. 4 hours lecture and 4 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FIT-I1A - Instructor 1A, Instructional Techniques 2 units***Prerequisite: None.*

This is the first of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation and effectiveness. Activities include student teaching demonstrations. 40 hours lecture. (Certificate: \$80.00)

**FIT-I1B - Instructor 1B, Instructional Techniques 2 units***Prerequisite: FIT-I1A.*

This is the second of a two course series and is the standard State Board of Fire Services accredited course for trainers. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives, using lesson plans, instructional aid development, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Activities include student teaching demonstrations. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-I2A - Instructor 2A, Techniques of Evaluation 2 units***Prerequisite: FIT-I1A and I1B.*

This is the first of a three course series which provides the instructor and/or supervisor with the techniques of evaluation. It includes construction of written (technical knowledge) and performance (manipulative skills) tests, as well as test planning, test analysis, test security and evaluation of test results to determine instructor and student effectiveness. This is an essential course for writing valid, objective tests. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-I2B - Instructor 2B, Group Discussion Techniques 2 units***Prerequisite: FIT-I1A and I1B.*

This course is designed to provide the instructor and/or supervisor with leadership skills. Group dynamics, problem solving techniques and interpersonal relations are developed and utilized in conducting actual staff meetings, brainstorming sessions and organized, effective conference meetings. Skills are also developed in conducting formal public meetings such as panel discussions and forums. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-I2C - Instructor 2C, Employing Audio Visual Aids 2 units***Prerequisite: FIT-I1A and I1B.*

This course covers the principles of media in the instructional process; selection of A/V and instructional media; employment of basic and advanced forms of instructional media; use of computers in the instructional process; and individualized instruction program. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-I3 - Fire Instructor 3, Master Instructor .5 unit***Prerequisite: FIT-I1A, I1B, I2A, I2B and I2C.*

This is the final course in a series of courses designed to educate and train professional instructors for the fire service. This course is accredited by the California State Board of Fire Services and is one of the prerequisites for teaching any of the Instructor series courses through the Office of the California State Fire Marshal. 16 hours lecture and 24 hours laboratory. (Certificate fee: \$80.00)

**FIT-M1 - Fire Management 1, Management/Supervision for Company Officers 2 units***Prerequisite: None.*

This course is designed to prepare or enhance the first line supervisor's ability to supervise subordinates. The course introduces key management concepts and practices utilized in the California Fire Service. The course includes discussions about decision making, time management, leadership styles, personal evaluations and counseling guidelines. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-M2A - Organizational Development and Human Relations 2 units***Prerequisite: FIT-M1.*

This course provides the student with the basic grounding in some of the principles of managing in organizations. Students will work together to develop some job-related skills such as general skills of managers, diversity, self-knowledge, problem solving values, motivation, performance management and organizational politics. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-M2B - Fire Management 2B, Fire Service Financial Management 2 units***Prerequisite: FIT-M1.*

This course is designed to provide insight into the cyclical nature of budgeting financial management. As a management course, the student will become familiar with the essential elements of the financial planning, budget justification and budget controls. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-M2C - Management 2C, Personnel and Labor Relations 2 units***Prerequisite: FIT-M1 and M2A.*

This course is designed to provide the fire manager with advanced knowledge and insight into fire personnel, human resource, diversity management, legal mandates, labor relations and related areas. Methodology will include presentations, case study, exercises and focused discussions. This course is approved by the California State Fire Marshal. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-M2D - Fire Management 2D, Master Planning in the Fire Science 2 units***Prerequisite: FIT-M1.*

This course is intended to provide fire department officers with the capability to plan and manage the local fire protection system. Completion of this course will provide the participants with information and discussion centering around program planning, master planning, forecasting, system analysis, system design, policy analysis and others. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-M2E - Contemporary Issues and Concepts 2 units***Prerequisite: FIT-M2A and M2B.*

This course provides an overview of contemporary management issues and concepts. Key topics include governmental relations, changing/ setting policy formation, program management, personnel, labor relations, and legal environment. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-M20 - Developing a Personal Philosophy of Leadership 1 unit***Prerequisite: None.*

This course will introduce the California Public Safety Leadership Certificate Program, providing the participant with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills, and abilities. Each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional, and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 24 hours lecture and 16 hours laboratory.

**FIT-M21 - Leading Others 1.5 units***Prerequisite: None.*

This course provides students with the knowledge, skills, and abilities to effectively lead others. The participant will explore various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Students will gain an understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship of leaders and followers. 32 hours lecture and 8 hours laboratory.

**FIT-M22 - Organizational Leadership 1 unit***Prerequisite: None.*

This course provides students with an opportunity to explore the leadership process within organizational settings. The leader-follower relationship is discussed, as well as the influence of organizational culture on leadership effectiveness. Students will gain an understanding of the components and processes of a learning organization and gain insights into the concept of defensive reasoning within organizations. Case studies, video analysis, selected readings, and group activities will be used to help students further understand theories and principles of organizational leadership. 20 hours lecture and 20 hours laboratory.

**FIT-M23 - Ethics and the Challenge of Leadership 1 unit***Prerequisite: None.*

In this course students will explore theories and practices of ethical leadership including the use of ethical decision-making models. Students will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethical dilemmas. Presentation and class dialogue will define challenges facing a leader in today's diverse and dynamic organizations. Personal action plans including practical opportunities for leadership will be reviewed. Students will develop strategies for leading in the challenging public safety environment. 24 hours lecture and 16 hours laboratory.

**FIT-P1A - Prevention 1A, Fire Inspection Practices 2 units***Prerequisite: None.*

This course of study provides a broad technical overview of fire prevention codes, ordinances and fire prevention practices. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-P1B - Prevention 1B, Code Enforcement 2 units***Prerequisite: FIT-P1A.*

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports and processing plans. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-P1C - Prevention 1C, Flammable Liquids and Gases 2 units***Prerequisite: FIT-P1A and P1B.*

This course focuses on the special hazards associated with flammable combustible liquids and gases. Some topics of discussion include: bulk storage and handling, transportation of flammable gases and liquids and more. 40 hours lecture. (Certificate fee: \$80.00)

**FIT-R1A - Rescue Systems .5 unit***Prerequisite: None.*

This course includes: heavy rescue team organization; heavy rescue considerations (blocked access, structural damage, environmental considerations); use of ropes, knots, rigging and pulley systems; descending, rappelling and belaying tools and techniques; subsurface rescue techniques; use of cribbing, wedges; use of ladders in specialized rescue situations; and simulated rescue exercises. 45 hours laboratory.

**FIT-R2A - Confined Space Rescue - Awareness Level .5 unit***Prerequisite: None.*

This introductory course presents an overview of confined space definitions and operating restrictions and principles. The course includes: confined space codes, atmospheric hazards and monitoring and confined area operation perimeters. 9 hours lecture.

**FIT-R2B - Confined Space Rescue- Operational Level 1 unit***Prerequisite: FIT-R2A.*

This course presents a review of confined space definitions and operating restrictions and principles, then moves the student through a series of drills and scenarios for practical application of the skills and techniques presented. 12 hours lecture and 28 hours laboratory.

**FIT-R3 - Basic Automobile Extrication .25 unit***Prerequisite: None.*

This course provides students with fundamental automobile extrication techniques. Course content includes: team organization, rescue and safety considerations, use of hand tools, use of hydraulic and pneumatic tools, stabilization techniques, and scene management. 4 hours lecture and 12 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FIT-R4 - Low Angle Rescue-Introduction to Rescue Systems .25 unit***Prerequisite: None.*

Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations. Areas covered include: Rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single line and two line rescue systems. 4 hours lecture and 20 hours laboratory.

**FIT-R7 - Trench Rescue for Fire Service Personnel .25 unit***Prerequisite: None.*

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures. 4 hours lecture and 12 hours laboratory.

**FIT-R10 - Rapid Intervention Crews and Tactics .25 unit***Prerequisite: FIT-S3 or equivalent. Designed specifically for inservice fire department personnel.*

This course provides students with the knowledge to identify potential life threatening situations that may arise during a structural firefighting incident and the skills necessary to perform rescues on trapped firefighters as well as self-rescue techniques. 4 hours lecture and 12 hours laboratory.

**FIT-S1A - Fire Apparatus Driver/Operator 1A, Emergency Vehicle Operations 1 unit***Prerequisite: None.**Advisory: California Firefighter I Certification.**Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.*

This course is designed to provide the student with information on driving techniques for emergency vehicles and techniques of basic inspection and maintenance of emergency vehicles, including actual driving exercises under simulated emergency conditions. 24 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

**FIT-S1B - Fire Apparatus Driver/Operator 1B, Pump Operations 1 unit***Prerequisite: None.**Advisory: California Firefighter I Certification.**Limitation on enrollment: Class B California Driver's License or California Firefighter Restricted License.*

This course is designed to provide the student with information, theory, methods and techniques for operating fire service pumps. 24 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

**FIT-S2 - Truck Operations 3 units***Prerequisite: None.*

This course includes aerial physics, ground ladder testing, positive power ventilation techniques, vertical ventilation techniques, special rescue considerations for aerial apparatus and standard truck equipment, high rise building incident command procedures, elevator construction, fire service systems and rescue techniques, building search and rescue techniques, salvage and overhaul operations, methods of commercial and residential forcible entry, chain saw safety and maintenance and rapid intervention crew tactics. 45 hours lecture and 50 hours laboratory.

**FIT-S3 - Basic Firefighter Academy 19 units***Prerequisite: EMS 50, 51, FIT-1 and FIT-S3A.**Advisory: ENG-50, MAT-52 and REA-82 or qualifying test scores*

*Limitation on enrollment: Successful completion of the Certified Physical Abilities Test (CPAT or Biddle) within nine months of the start date of the fire academy and a Fire Academy Medical Clearance once the student has been offered placement in the Fire Academy program.*

Provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. Tasks include basic rescue operations, auto extrication, basic fire suppression, prevention and investigation, Incident Command System (ICS), hazardous materials, and tool selection and identification. Students will also learn to use, inspect and maintain various types of fire fighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the California State Fire Marshal to become certified as a Fire Fighter I. 235 hours lecture and 325 hours laboratory. (Certificate fee: \$329.60)

**FIT-S3A - Introduction to Fire Academy and Physical Conditioning for Fire Academy Students 1 unit***Prerequisite: None.*

This course is a six-week physical conditioning and Fire Academy orientation program that prepares future Fire Academy cadets for the physical and emotional demands of the Fire Academy. Students will participate in muscular strength development, cardio-respiratory endurance training, body composition assessment, physical agility and flexibility training. Additionally, students will be introduced to the paramilitary format of the Fire Academy, and the expectations that are placed on Fire Academy cadets. 24 hours lecture and 24 hours laboratory.

**FIT-S4 - CDF Firefighter 1 - Basic Academy 2 units***Prerequisite: None.*

This course introduces the novice firefighter to the duties required in both wildland and structural firefighting as part of an engine crew. It is comprised from the minimum training requirements for entry-level seasonal firefighters for the California Department of Forestry and Fire Protection. Fundamentals of wildland fire control and techniques in structural fire control are covered with a strong emphasis on safety. Subjects covered include: fire behavior and terminology, tools used in firefighting, protective clothing and safety equipment, strategies and tactics used in firefighting, storage and deployment of fire hose. 30 hours lecture and 42 hours laboratory.

**FIT-S5A - Wildland Safety and Survival .25 unit***Prerequisite: None.*

Provides firefighters with an appreciation of how serious the firefighter wildland injury and death problem is, an appreciation of his or her responsibility for reducing future injuries and deaths in the rural fire setting, and information for improving safety considerations in the wildland and wildland interface aspects of the firefighter's job. 8 hours lecture.

**FIT-S13 - Fire Control 3, Structural Firefighting .25 unit***Prerequisite: None.*

This course utilizes the burning of buildings to provide students with hands on firefighting experience in fire behavior within a building, ventilation, self-contained breathing apparatus, use and survival techniques, interior fire attack, exterior fire attack, and basic fire investigation as it relates to fire fighting. 6 hours lecture and 18 hours laboratory.

**FIT-S14 - Fire Control 4, Oil and Gas Fire Fighting .25 unit***Prerequisite: None.*

This course utilizes live fire situations to provide hands-on experience in combating fire involving liquefied petroleum gas and flammable liquid fires. Subjects include flammable liquid and gas fire behavior, safety, extinguishing agents, transportation fires, water flow requirements and live fire fighting. 6 hours lecture and 6 hours laboratory.

**FIT-S17 - Volunteer Firefighter Trainee Academy 1.5 units***Prerequisite: None.*

This course introduces recruit firefighters to the duties required of the trainee volunteer firefighter. It is comprised of the minimum training requirements for entry-level volunteer firefighters for the Riverside County Fire Department. Subjects covered include fire station orientation, fire terminology, communicable disease awareness, tools used in firefighting, protective clothing and safety equipment, storage and deployment of fire hose. 31 hours lecture and 19 hours laboratory.

**FIT-S21 - Public Safety Honor Guard Academy 1.5 units***Prerequisite: None.*

This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the Incident Command System. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory

**FIT-T11A Training Instructor 1A 1.5 units***Prerequisite: None.*

The first of a three-course series designed to prepare fire service personnel for the teaching and training responsibilities under the positions of fire officer and training officer. This course required to become a certified instructor for the California State Fire Marshal's State Fire Training system. 27 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

**FIT-T11B Training Instructor 1B 1.5 units***Prerequisite: FIT-T11A.*

The second of a three-course series designed to teach fire service instructors and training officers the methods and techniques of instruction. This course is certified by the California State Fire Marshal, and is applicable to the SFM Fire Officer and SFM Fire Service Instructor tracks of the California State Fire Marshal Professional Development and Certification System. 20 hours lecture and 27 hours laboratory. (Certificate fee: \$80.00)

**FIT-T11C Instructional Development Techniques 1.5 units***Prerequisite: FIT-T11B.*

The third of a three-course series for fire service instructors. This course is certified by the California State Fire Marshal, and is part of the professional development track Fire Instructor series within the California State Fire Marshal system. 27 hours lecture and 16 hours laboratory. (Certificate fee: \$80.00)

**GEOGRAPHY****GEG-1 - Physical Geography 3 units****UC, CSU (C-ID GEOG 110)***Prerequisite: None.*

The interacting physical processes of air, water, land, and life which 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.

**GEG-1H - Honors Physical Geography 3 units****UC, CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

The interacting physical processes of air, water, land, and life which 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.

**GEG-1L - Physical Geography Laboratory 1 unit****UC, CSU***Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1 or 1H.*

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.

**GEG-2 - Human Geography 3 units****UC, CSU***Prerequisite: None.*

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.

**GEG-3 - World Regional Geography 3 units****UC, CSU***Prerequisite: None.*

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.

**GUIDANCE****GUI-45 - Introduction to College 1 unit****CSU***Prerequisite: None.*

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College 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 - Introduction to the Transfer Process 1 unit****CSU***Prerequisite: None.*

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**GUI-47 - Career Exploration and Life Planning** **3 units**

UC, CSU

*Prerequisite: None.*

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.

**GUI-48 - College Success Strategies** **2 units**

CSU

*Prerequisite: None.*

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

**GUI-48A - College Success Strategies- Study Skills** **1 unit**

CSU

*Prerequisite: None.*

This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking and study techniques. GUI-48A is equivalent to the first half of GUI-48. 18 hours lecture.

**GUI-48B - College Success Strategies- Life Skills** **1 unit**

CSU

*Prerequisite: None.*

This course is designed to increase the student's success in college by assisting the student in obtaining life skills necessary to reach educational and career goals. Topics include communication and relationships, critical thinking and personal health. GUI-48B is equivalent to the second half of GUI-48. 18 hours lecture.

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**HEALTH SCIENCE****HES-1 - Health Science** **3 units**

UC, CSU

*Prerequisite: None.*

This course is 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, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. 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.

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**HEALTHCARE TECHNICIAN****HET-79 - Introduction to Healthcare Careers** **2 units***Prerequisite: None.*

Provides an overview of healthcare industry, describes entry-level occupations and outlines related career ladder. Explores professional and educational options. Focuses on developing competencies and skills required for success in healthcare professions. Includes ethical, legal, developmental and sociocultural foundations of care. 36 hours lecture.

**HET-80 - Certified Nurse Assistant Theory and Practices** **6 units***Prerequisite: None.*

*Limitation on enrollment: Requires fingerprinting and submission of application for state certification examination, current CPR certification and titers, medical clearance from healthcare provider, uniform and MVC HET I.D. badge.*

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nurse assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of certified nurse assistants (CNAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory. (TBA option)

**HET-82 - Phlebotomy Technician** **5 units***Prerequisite: None.*

*Advisory: The California Department of Health Services requires that applicants for certification as a phlebotomist have a high school diploma or equivalent and the ability to obtain and process official documents in English.*

*Limitation on enrollment: Prior to beginning of clinical laboratory component, requires evidence of current CPR certification and titers, and medical clearance from healthcare provider to be on file in the department office; clinical laboratory experience requires wearing a green scrubs uniform and MVC/RCC HET I.D. badge.*

Provides theoretical and laboratory preparation for entry level certification as a phlebotomy technician; includes overview of federal and state regulations governing clinical laboratories; focuses on vascular anatomy and physiology and performance of venipuncture and dermal puncture techniques, describes additional responsibilities of phlebotomy technicians as members of the health care team; requires demonstration of skill competency. 54 hours lecture and 108 hours laboratory.

**HET-86 - Acute Care Nurse Assistant** **1 unit***Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)*

*Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.*

Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings. Includes demonstration of required skills and supervised practice in acute care clinical settings. 54 hours laboratory.



**HET-87 - Restorative Nurse Assistant 2 units**

*Prerequisite: HET-80. (Evidence of Certification as a Nurse Assistant also acceptable.)*

*Limitation on enrollment: Current CPR certification and titers, medical clearance from healthcare provider and uniform with MVC/RCC HET I.D. badge.*

Prepares Certified Nurse Assistants (CNAs) for career advancement as Restorative Nurse Assistants (RNAs.) Provides overview of rehabilitative and restorative nursing care. Focuses on the roles and responsibilities of RNAs. Includes discussion of federal and state regulations, principles of rehabilitative and restorative care and supervised clinical practice in long-term care settings. 28 hours lecture and 28 hours laboratory.

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**HISTORY**
**HIS-1 - History of World Civilizations I 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of the historical development of global societies, major social, political and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

**HIS-2 - History of World Civilizations II 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of the evolution of modern world civilizations from the 16th century emergence of new global, political, economic, social and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20<sup>th</sup> century and the present. 54 hours lecture.

**HIS-4 - History of Western Civilization 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of the historical development of Western society's major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through the European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

**HIS-5 - History of Western Civilization 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

**HIS-6 - Political and Social History of the United States 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of state and local government. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

**HIS-6H - Honors Political and Social History of the United States 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-6 and HIS- 6H. 54 hours lecture.

**HIS-7 - Political and Social History of the United States 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

**HIS-7H - Honors Political and Social History of the United States 3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors program.*

Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institutions; principles of national, state and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

**HIS-8 - History of the Americas** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualifying reading placement level.*

A history of the Western Hemisphere including a study of the pre-Columbian Indian cultures, European exploration and colonization, life in the colonial Americas, and the achievement of independence by the United States and Latin America. Latin America, Canada, and the United States are studied as an integrated whole. Included is a consideration of the Constitution of the United States. 54 hours lecture.

**HIS-9 - History of the Americas** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualifying reading placement level.*

The American nations from the Latin American wars for independence to the present, with emphasis on Latin American development, inter-American relations, and the foreign policy of the United States and its relation to Latin America. The constitutional history and government of California are also examined. 54 hours lecture.

**HIS-11 - Military History of the United States to 1900** 3 units  
(Same as MIL-1)  
UC, CSU

*Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**HIS-12 - Military History of the United States Since 1900** 3 units  
(Same as MIL-2)  
UC, CSU

*Prerequisite: None.*

An examination of the evolution of military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**HIS-14 - African American History I** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socioeconomic aspects of African civilizations in Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and antebellum periods through the Civil War and Emancipation. 54 hours lecture.

**HIS-15 - African American History II** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

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 19<sup>th</sup> century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post civil rights era. 54 hours lecture.

**HIS-21 - History of Ancient Greece** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A survey of Greek history from Minoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexander's conquest. 54 hours lecture.

**HIS-22 - History of Ancient Rome** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

A lecture course offering an overview of Roman history and civilization from the legendary founding of Rome in 753 B.C. to the collapse of the Roman Empire's central administration in the West in 476 A.D. 54 hours lecture.

**HIS-26 - History of California** 3 units  
UC, CSU

*Prerequisite: None.*

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

**HIS-30 - Introduction to Chicano Studies** 3 units  
UC, CSU

*Prerequisite: None.*

*Advisory: Qualifying reading placement level.*

Historical and cultural roots of the Chicano population of the United States from the Spanish and Mexican colonial period to the 1950s. Considers the Constitution of the United States and its relevance to Chicanos as America's second largest minority group. 54 hours lecture.

**HIS-31 - Introduction to Chicano Studies** 3 units  
UC, CSU

*Prerequisite: None.*

A survey of regional Chicano history and social problems from 1950 to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano problems. 54 hours lecture.

**HIS-34 - History of Women in America** **3 units**  
UC, CSU*Prerequisite: None.*

A survey of the political, social, and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

**HIS-35 - History of England** **3 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualifying reading placement level.*

A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, and the Norman Invasion, the Tudor and Stuart reigns, the Age of the Enlightenment, and modern England. 54 hours lecture.

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**HOMELAND SECURITY****HLS-1 - Introduction to Homeland Security** **3 units**  
CSU*Prerequisite: None.*

Course is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Students will examine threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Students will review the roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including but not limited to law enforcement, fire, EMS, public health, education, mental health, and special districts (water, utilities, sanitation). Students will meet the state and federal requirements for certification in SEMS/NIMS by completing: IS 100 (Introduction to Incident Command), IS 200 (ICS for Single Resources and Initial Action Incidents), IS 700 (National Incident Management System: An Introduction) and IS 800 (National Response Plan: An Introduction). 54 hours lecture.

**HLS-2 - Preparedness for Emergencies, Disasters and Homeland Security Incidents** **3 units**  
CSU*Prerequisite: HLS-1.*

This course is designed to instruct students in the theory and practice of basic preparedness for major incidents such as terrorist attacks, disasters both natural and man-made. Students will receive a comprehensive examination of mitigation and preparation from a multi-disciplinary perspective. Specific topics of discussion include trainings and exercises, supplies and equipment and necessary documentation. 54 hours lecture.

**HLS-3 - Response to Emergencies, Disasters and Homeland Security Incidents** **3 units**  
CSU*Prerequisite: HLS-1.*

This course is designed to instruct students in the theory and practice of response to major incidents such as terrorist attacks and disasters both natural and man-made. Students will undertake a comprehensive examination of response structure from local, state and Federal agency perspectives. Specific topics of discussion include differences in roles and responsibilities, Incident Command System, communication among response agencies and the role of volunteer agencies in response. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**HLS-4 - Recovery in Emergencies, Disasters and Homeland Security Incidents** **3 units**  
CSU*Prerequisite: HLS-1.*

This course is designed to introduce students to recovery issues that may ensue following a disaster, emergency, or homeland security incident. Students will conduct a comprehensive, examination of recovery from a multi-disciplinary perspective. Specific topics of discussion and analysis include recovery planning, supplies and equipment and necessary documentation. 54 hours lecture.

**HLS-5 - Investigation of Emergencies, Disasters and Homeland Security Incidents** **3 units**  
CSU*Prerequisite: HLS-1.*

This course is designed to instruct first responders, emergency personnel and community members in the theory and practice of basic investigative techniques, challenges and strategies for major incidents such as terrorist attacks, manmade and natural disasters. Students will receive a comprehensive examination of investigation from a multidisciplinary perspective. Specific topics of discussion include different types of investigations, legal issues, resources and necessary documentation. 54 hours lecture.

**HLS-6 - Case Studies in Emergencies, Disasters and Homeland Security Incidents** **3 units**  
CSU*Prerequisite: HLS-1.*

This course is designed to introduce students to case studies of historical emergencies, disasters and Homeland Security incidents and how they relate to preparedness for future events. Students will focus on a variety of case studies from an all-hazard, multi-disciplinary perspective. Students will examine case studies covering both current and historical events, including disasters and terrorist events, and responses at local, state, national and international levels. Students will evaluate the lessons learned from these events and their impact on society and current policy. 54 hours lecture.

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**HUMAN SERVICES**
**HMS-4 - Introduction to Human Services 3 units  
CSU**

*Prerequisite: None.*

This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

**HMS-5 - Introduction to Evaluation and Counseling 3 units  
CSU**

*Prerequisite: None.*

This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

**HMS-6 - Introduction to Case Management 3 units  
CSU**

*Prerequisite: None.*

This is an introductory course that familiarizes students with the basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture.

**HMS-7 - Introduction to Psychosocial Rehabilitation 3 units  
CSU**

*Prerequisite: None.*

An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

**HMS-8 - Introduction to Group Process 3 units  
CSU**

*Prerequisite: None.*

An introduction to the theory and dynamics of group interaction including psychoeducational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

**HMS-13 - Employment Support Strategies 3 units  
CSU**

*Prerequisite: None.*

An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

**HMS-14 - Job Development 3 units  
CSU**

*Prerequisite: None.*

An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

**HMS-16 - Public Assistance and Benefits 1 unit  
CSU**

*Prerequisite: None.*

A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

**HMS-17 - Introduction to Public Mental Health 3 units  
(Same as SOC-17)  
CSU**

*Prerequisite: None.*

An introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

**HMS-18 - Introduction to Social Work 3 units  
CSU**

*Prerequisite: None.*

*Advisory: ENG-1A or 1AH.*

Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

**HMS-19 - Generalist Practices of Social Work 3 units  
CSU**

*Prerequisite: None.*

*Advisory: ENG-1A or 1AH.*

The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

**HMS-200 - Human Services Work Experience** 1-2-3-4 units  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**HUMANITIES****HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-5 - Arts and Ideas: The Renaissance through the Modern Era** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-8 - Introduction to Mythology** 3 units  
(Same as ENG-8)  
UC, CSU*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

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.

**HUM-10 - World Religions** 3 units  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-10H - Honors World Religions 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. The honors section of HUM-10 offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

**HUM-23 - The Bible as Literature 3 units**

(Same as ENG-23)

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or 1BH.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**HUM-35 - Philosophy of Religion 3 units**

(Same as PHI-35)

UC, CSU

*Prerequisite: None.**Advisory: PHI-10 or 10H or 11.*

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.

**Additional Humanities Courses**

Examples of courses which are often classified as Humanities by other colleges and universities are:

- ART 1, 2 - History and Appreciation of Art
  - ENG-6, 7 - English Literature
  - ENG-14, 15 - American Literature
  - ENG-40, 41 - Masterpieces of World Literature
  - MUS 19, 20, 21 - Music History and Literature
  - Any Philosophy course
- See also Humanities A.A. Degree requirements

**INTERDISCIPLINARY STUDIES****ILA-1 - Introduction to Tutor Training I 1 unit***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ILA-5 - Service Learning and Community Involvement 1-2-3-4 units***Prerequisite: None.*

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.)

**JOURNALISM****JOU-1 - Introduction to Journalism 3 units**

CSU

*Prerequisite: None.**Advisory: ENG-1A or 1AH.*

The role of print media, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, reporting techniques, copy editing, headline writing, and makeup techniques in general. 54 hours lecture.

**JOU-2 - News Writing 3 units**

CSU

*Prerequisite: JOU-1.*

Continued theory and practice in general news writing and reporting, with emphasis on news features, features, editorial writing, sports, society, columns, and newspaper writing in general. Studies in mass media forces in society. 54 hours lecture.

**JOU-7 - Mass Communications 3 units**

UC, CSU

*Prerequisite: None.*

Surveys and evaluates the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, and advertising, and to their impact on society and the individual. 54 hours lecture.

**JOU-20A - Newspaper: Beginning** **3 units****CSU (C-ID JOUR 110)***Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

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)

**JOU-20B - Newspaper: Intermediate** **3 units****CSU***Prerequisite: JOU-20A.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

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-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)

**JOU-20C - Newspaper: Advanced** **3 units****CSU***Prerequisite: JOU-20B.**Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

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-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)

**JOU-20D - Newspaper: Professional** **3 units****CSU Prerequisite: JOU-20C.***Advisory: ENG-1A or ENG-1AH and/or JOU-1 and/or PHO-8.*

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-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)

**JOU-200 - Journalism Work Experience** **1-2-3-4 units****CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**Also see PHOTOGRAPHY****KINESIOLOGY****(formerly Physical Education-PHP)**

It is recommended that students enroll in kinesiology activity courses or academic kinesiology courses (that satisfy the Self Development requirement of the Associate in Arts Degree) during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate in Arts Degree requirements in this catalog.

**UNIFORMS**

Students are requested to wear attire appropriate to the activity as requested by the instructor.

**LOCKERS**

A lock and locker for which the student is responsible will be issued to each student. A \$5.00 charge will be assessed for a lost lock.

**ACADEMIC COURSES****KIN-4 - Nutrition** **3 units****UC, CSU***Prerequisite: None.*

The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

**KIN-10 - Introduction to Kinesiology** **3 units****CSU (C-ID KIN 100)***Prerequisite: None.*

This course is 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.

**KIN-30 - First Aid and CPR** **3 units****UC, CSU (C-ID KIN 101)***Prerequisite: None.*

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all 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. A fee of \$18.50 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

**KIN-35 - Foundation for Fitness and Wellness** **3 units****UC, CSU***Prerequisite: None.*

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 45 hours lecture and 27 hours laboratory. (TBA option)

**KIN-36 - Wellness: Lifestyle Choices** **3 units**  
**UC, CSU***Prerequisite: None.*

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, environmental, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

**KIN-38 - Stress Management** **3 units**  
**UC, CSU***Prerequisite: None.*

This course addresses 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.

**ACTIVITY COURSES**

**Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate in Arts Degree and the Associate in Science Degree.**

**KIN-A11 - Tennis, Beginning** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This beginning course is for the inexperienced or starting player. Emphasis is placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. KIN-A11, A12, and A13 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.

**KIN-A12 - Tennis, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-A11.*

Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. KIN-A11, A12, and A13 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.

**KIN-A13 - Tennis, Advanced** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-A12.*

This course is designed for the advanced player interested in improving both their knowledge and skill in tennis. Emphasis is placed on advanced skills and competition. KIN-A11, A12, and A13 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.

**KIN-A40 - Karate, Beginning** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. KIN-A40, A41, A43, and A44 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-A41 - Karate, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

*Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.*

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). KIN-A40, A41, A43, and A44 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 unit**  
**UC\*, CSU***Prerequisite: None.*

Teaches the student the first Yang Style T'ai-chi ch'uan (taijiquan) routine, section one. The first t'ai-chi form is a 28 movement symmetrical choreographed routine. The students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, coordination and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. KIN-A40, A41, A43, and A44 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-A44 - T'ai-chi Ch'uan, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: KIN-A43.*

A continuation of Yang Style T'ai-chi Ch'uan. It will teach the student more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) Long Form. Students will also learn the partner T'ai-chi San Shou application form, advanced pushing hands training methods and supplemental exercises. This class will prepare the student to test for the NWTCCA T'ai-chi Ch'uan certification. KIN-A40, A41, A43, and A44 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-A46 - Hatha Yoga, Beginning** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 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-A47 - Hatha Yoga, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-A46.*

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 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-A64 - Soccer** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A75 - Walking for Fitness** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course will assist students in improving physical health and general well being. It is designed for men and women of all ages, with an emphasis on cardiovascular health, fitness, and maintenance of healthy weight. Walking programs will be established to improve cardio-respiratory endurance and encourage optimal body composition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81 - Physical Fitness** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular endurance and flexibility will be developed. KIN-A81 and A89 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-A83 - Kickboxing Aerobics** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. KIN-A83, A86, A87, and A88 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-A86 - Step Aerobics** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. KIN-A83, A86, A87, and A88 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-A87 - Step Aerobics, Intermediate** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-A86 or proficient skills in step aerobics.*

This course will broaden students' aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. KIN-A83, A86, A87, and A88 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-A88 - Step Aerobics, Advanced** **1 unit**  
**UC\*, CSU***Prerequisite: None.**Advisory: KIN-A87 or proficient skills in step aerobics.*

For students who have already taken Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. KIN-A83, A86, A87, and A88 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-A89 - Body Sculpting** **1 unit**  
**UC\*, CSU***Prerequisite: None.*

Students will develop muscular strength and endurance, aerobic endurance, core strength, and flexibility using a variety of hand weights, body bars, elastic bands, and exercise balls. Emphasis will be placed on safety and proper technique while training major and minor muscle groups. KIN-A81 and A89 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.)

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**LIBRARY****LIB-1 - Information Competency** **1 unit**  
**UC, CSU***Prerequisite: None.*

Presents the fundamentals of the effective use of libraries, electronic databases and retrieved information. Students will learn how to express information needs, access information from appropriate sources, evaluate retrieved data and organize it to solve problems. Information values and ethics will also be introduced. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**MANAGEMENT****MAG-44 - Principles of Management** **3 units**  
**CSU***Prerequisite: None.*

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

**MAG-47 - Applied Business and Management Ethics** **3 units**  
**(Same as BUS-47)**  
**CSU***Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-51 - Elements of Supervision** **3 units***Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-56 - Human Resources Management** **3 units**  
**CSU***Prerequisite: None.*

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-200 - Management Work Experience** **1-2-3-4 units**  
**CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**MARKETING****MKT-20 - Principles of Marketing** **3 units**  
**CSU***Prerequisite: None.**Advisory: BUS-10.*

Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research, and strategic market planning. The course will survey, with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture.

**MKT-41 - Techniques of Selling** **3 units**  
**CSU***Prerequisite: None.*

Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-42 - Retail Management** **3 units**  
**CSU***Prerequisite: None.*

Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-200 - Marketing Work Experience** 1-2-3-4 units  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

**MATHEMATICS****MAT-1A - Calculus I** 4 units  
UC\*, CSU*Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, inverse functions, applications of the derivative including maximum and minimal problems, and basic integration. 72 hours lecture and 18 hours laboratory.

**MAT-1B - Calculus II** 4 units  
UC, CSU*Prerequisite: MAT-1A.*

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 units  
UC, CSU*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector valued functions, partial derivatives, multiple integrals, line and surface integrals, indeterminate forms, and elementary applications to the physical sciences. 72 hours lecture.

**MAT-2 - Differential Equations** 4 units  
UC, CSU (C-ID MATH 240)*Prerequisite: MAT-1B.*

Special types of differential equations, linear first and second order differential equations, series solutions, Laplace transforms, matrix theory, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3 - Linear Algebra** 3 units  
UC, CSU (C-ID MATH 250)*Prerequisite: MAT-1B.*

This course 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 transformation 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-10 - Precalculus** 4 units  
UC\*, CSU*Prerequisite: MAT-36 or qualifying placement level.*

An integrated treatment of algebra and trigonometry at the college level, with major emphasis on polynomial, rational, exponential, logarithmic, trigonometric and inverse functions, sequences and series, mathematical induction, analytic geometry, partial fractions, polar coordinates and parametric equations. The course is designed to prepare students for the study of calculus. 72 hours lecture.

**MAT-11 - College Algebra** 4 units  
UC\*, CSU*Prerequisite: MAT-35 or qualifying placement level.*

Topics include algebra review, linear and quadratic equations and inequalities, systems of linear equations and inequalities, functions, exponential and logarithmic functions, permutations and combinations, binomial theorem, and linear programming. 72 hours lecture.

**MAT-12 - Statistics** 3 units  
UC, CSU (C-ID SOCI 125)*Prerequisite: MAT-35 or qualifying placement level.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. Students may not receive credit for both MAT-12 and MAT-12H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12H - Honors Statistics** 3 units  
UC, CSU*Prerequisite: MAT-35 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors program.*

A comprehensive study of measures of central tendency and variation, the normal distribution, the t-distribution, the chi-square distribution, linear correlation, testing of hypotheses, probability, and estimation. 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. 54 hours lecture.

**MAT-25 - A Survey of Mathematics UC, CSU** **3 units**

*Prerequisite: MAT-35 or qualifying placement level.*

This is a survey course with selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education or communication. Calculators or computers may be used for selected topics. 54 hours lecture.

**MAT-32 - Introduction to Symbolic Logic (Same as PHI-32) UC, CSU** **3 units**

*Prerequisite: None.*

*Limitation on enrollment: May not be taken if credit for PHI-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

**MAT-35 - Intermediate Algebra** **5 units**

*Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in beginning algebra are presented again, but in greater depth. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. 90 hours lecture.

**MAT-36 - Trigonometry CSU** **4 units**

*Prerequisite: MAT-35 and 53 or qualifying placement level.*

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of cosines and the law of sines; elements of geometry important to the foundation of trigonometry. 72 hours lecture.

**MAT-37 - Algebra for Statistics** **6 units**

*Prerequisite: None.*

This is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not plan to major in math, science, computer science, or engineering. 90 hours lecture and 54 hours laboratory. (Non-degree credit course.)

**MAT-52 - Elementary Algebra** **4 units**

*Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-53 - College Geometry** **3 units**

*Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of geometric figures in the Euclidean plane, including angles, triangles, quadrilaterals, circles and solids: formulas for measuring such figures, including perimeter, area and volume; proofs using postulates and theorems associated with congruent triangles, parallel and perpendicular line segments, and angle measures; construction of angles and segment measures. 54 hours lecture.

**MAT-63 - Arithmetic** **3 units**

*Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-64 - Pre-Algebra** **3 units**

*Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-65 - Arithmetic and Pre-Algebra** **5 units**

*Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. (Letter Grade, or Pass/No Pass option.)

**MAT-90A - Special Topics in Arithmetic: Whole Numbers and Introduction to Fractions** **1 unit**

*Prerequisite: None.*

A course covering the four basic mathematical operations as they apply to whole numbers with an introduction to fractions. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90B - Special Topics in Arithmetic: Fractions and Introduction to Decimals** **1 unit***Prerequisite: MAT-90A.*

A course covering the four basic mathematical operations as they apply to fractions with an introduction to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90C - Special Topics in Arithmetic: Decimals** **1 unit***Prerequisite: MAT-90B.*

A course covering the four basic mathematical operations as they apply to decimals. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90D – Rational Numbers and Introduction to Variables** **1 unit***Prerequisite: MAT-63, 90C or qualifying placement level.*

A course covering the four basic mathematical operations as they apply to rational numbers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra** **1 unit***Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations** **1 unit***Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

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**MEDICAL ASSISTING**

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate in Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements.

**MDA-1A - Medical Terminology 1A** **3 units**  
CSU*Prerequisite: None.*

Examines the structure and use of medical terms related to the body as a whole and basic anatomy, physiology and pathology of the musculo-skeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. Remainder of body systems are addressed in MDA-1B. 54 hours lecture.

**MDA-1B - Medical Terminology 1B** **3 units**  
CSU*Prerequisite: MDA-1A.*

Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

**MDA-54 - Clinical Medical Assisting and Pharmacology** **5 units***Prerequisite: MDA-1A.**Corequisite: MDA-1B.*

Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration of medications including intradermal, subcutaneous, and intramuscular. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

**MDA-58A - Medical Transcription** **5 units***Prerequisite: MDA-1A and one of the following: CIS-1A or BUS/CIS/CAT-3, 50 or 84.**Corequisite: MDA-1B.**Advisory: A minimum typing speed of 60 WPM.*

Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory. (TBA option)

**MDA-58B - Advanced Medical Transcription** **3 units***Prerequisite: MDA-58A.*

Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory. (TBA option)

**MDA-59 - Medical Office Procedures** **5 units***Prerequisite: One of the following: CIS-1A, BUS/CIS/CAT-3, CAT-50 or CIS/CAT-84.**Corequisite: MDA-1A.*

Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory. (TBA option)

**MDA-60 - Survey of Human Disease Processes** **2 units***Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

**MDA-61 - Pharmacology for Medical Office Personnel 2 units***Prerequisite: MDA-1A.**Advisory: MDA-1B and AMY-10.*

Addresses the history of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 36 hours lecture.

**MDA-62 - CPT/Coding 3 units***Prerequisite: MDA-1A.**Advisory: Completion of or concurrent enrollment in MDA-1B.*

Addresses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Included coding for the physician's services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. This course also examines current procedural coding and its relationship to the Health Care and Financing Administrator's Common Procedural Coding System. History of pharmacology and legislation related to drugs. This course also examines the classification of drugs, their source and their affect on the human body, the use of drug references and explores/discusses the common terms used to describe the administration of medications. 54 hours lecture.

**MDA-63 - ICD-9 Coding/Ambulatory 3 units***Prerequisite: MDA-1A.**Advisory: MDA-1B, 59 and AMY-10.*

Addresses the principles, terminology, interpretation of medical records to ensure support of diagnoses, conditions and problems encountered during coding procedures encountered in ambulatory healthcare environments and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic codes as they related to ambulatory care settings. 54 hours lecture.

**MDA-64 - ICD-9 Coding/Hospital 3 units***Prerequisite: MDA-1A and 1B, or completion of MDA-1A and concurrent enrollment in 1B.**Advisory: Completion of MDA-59 and AMY-10.*

Addresses the principles, terminology and techniques of ICD-9 (International Classification of Diseases, Clinical Modification, 9th revision) diagnostic coding as applied to a non-ambulatory/hospital environment. 54 hours lecture.

**MDA-200 - Medical Assisting Work Experience 1-2-3-4 units  
CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**MICROBIOLOGY****MIC-1 - Microbiology 4 units  
UC, CSU***Prerequisite: CHE-2A or 3 and one of the following: AMY-2A, BIO-1, 1H, or 1I.*

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.

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**MILITARY SCIENCE**

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

**MIL-1 - Military History of the United States 3 units  
to 1900****(Same as HIS-11)****UC, CSU***Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**MIL-2 - Military History of the United States since 1900 3 units  
(Same as HIS-12)****UC, CSU***Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

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**MUSIC**
**MUS-1 - Teaching Music to Young Children 3 units**  
**CSU**

*Prerequisite: None.*

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

**MUS-3 - Fundamentals of Music 4 units**  
**UC, CSU (C-ID MUS 110)**

*Prerequisite: None.*

*Advisory: Concurrent enrollment in an appropriate level piano course.*

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-4 - Music Theory I 4 units**  
**UC, CSU**

*Prerequisite: MUS-3 or the equivalent.*

*Advisory: Concurrent enrollment in an appropriate level piano class.*

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structures, figured bass, non-harmonic tones, first species counterpoint, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-5 - Music Theory II 4 units**  
**UC, CSU**

*Prerequisite: MUS-4 or the equivalent.*

*Advisory: Concurrent enrollment in an appropriate level piano course.*

This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: 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. Lab includes chromatic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-6 - Music Theory III 4 units**  
**CSU**

*Prerequisite: MUS-5 or the equivalent.*

*Advisory: Concurrent enrollment in an appropriate level piano course.*

This course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include 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. Lab includes post-Romantic and post-tonal sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option)

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-12, 39, 79 and P12:

MUS-28	Riverside Community Symphony
MUS-33	Vocal Jazz Ensemble
MUS-41	Chamber Singers
MUS-42	Wind Ensemble
MUS-44	Jazz Ensemble
MUS-48	Marching Band
MUS-68	Community Symphony
MUS-73	Vocal Jazz Ensemble
MUS-77	Guitar Ensemble
MUS-81	Consort Singers
MUS-82	Wind Symphony
MUS-84	Jazz Orchestra
MUS-88	Pageantry Ensemble
MUS-P77	Advanced Guitar Ensemble
THE-37	Musical Theater Techniques

**MUS-19 - Music Appreciation 3 units**  
**UC, CSU (C-ID MUS 100)**

*Prerequisite: None.*

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.

**MUS-20 - Great Composers and Music Masterpieces before 1820 3 units**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1A or 1AH.*

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. The content focuses 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.

**MUS-21 - Great Composers and Music Masterpieces After 1820**      **3 units**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1A or 1AH.*

Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, 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.

**MUS-22 - Survey of Music Literature**      **3 units**  
**UC, CSU**

*Prerequisite: MUS-3.*

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 open score and analyze the motives, themes, harmony and form of composition. 54 hours lecture.

**MUS-23 - History of Rock and Roll**      **3 units**  
**CSU**

*Prerequisite: None.*

A comprehensive study of rock music from its beginnings to the present with emphasis on its musical, socio-cultural and historical development. Study will also include stylistic trends and influential artists throughout the years, including the politics of rock. 54 hours lecture.

**MUS-25 - Jazz Appreciation**      **3 units**  
**UC, CSU**

*Prerequisite: None.*

A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to and study of musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

**MUS-26 - Film Music Appreciation**      **3 units**  
**UC, CSU**

*Prerequisite: None.*

A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

**MUSICAL PERFORMANCE**

Music majors are required to participate in performance classes (Chamber Singers, Vocal Jazz Ensemble, Jazz Ensemble, Wind Ensemble, Guitar Ensemble, Marching Band, RCC Symphony, Piano Ensemble, and Percussion Ensemble), and applied music (one-on-one instruction) each semester they are enrolled.

**MUS-29 - Concert Choir**      **1 unit**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first day of class.*

A large choir dedicated to the study, rehearsal and public performance of larger choral works from Renaissance to 20th Century. Activities include festivals, concerts and clinics. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-30 - Class Voice**      **1 unit**  
**UC, CSU**

*Prerequisite: None.*

Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory.

**MUS-31 - College Choir**      **1 unit**  
**UC, CSU**

*Prerequisite: None. Open to all students interested in a college choral singing experience.*

A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32A, B, C, and D are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.

**MUS-32A - Class Piano I**      **1 unit**  
**CSU**

*Prerequisite: None.*

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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-32B - Class Piano II**      **1 unit**  
**CSU**

*Prerequisite: MUS-32A or the equivalent.*

Continuation of the skills studied in MUS 32A focusing 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. 17 hours lecture and 32 hours laboratory. (TBA option)



**MUS-32C - Class Piano III** **1 unit**  
CSU

*Prerequisite: MUS-32B or the equivalent.*

Continuation of the skills studied in MUS 32B focusing 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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-32D - Class Piano IV** **1 unit**  
CSU

*Prerequisite: MUS-32C or the equivalent.*

Culmination of keyboard skills previously studied focusing 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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-36 - Instrumental Chamber Ensembles** **1.5 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. The ability to sight-read and perform music on a wind, percussion, string or keyboard instrument.*

Performance of standard music literature for the small instrumental ensemble. Public performance in concert or recital situations. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-37 - Class Guitar** **1 unit**  
UC, CSU

*Prerequisite: None.*

Fundamentals of guitar performance and basic musicianship. Introduction to music notation, basic guitar technique and development of basic repertoire. 17 hours lecture and 32 hours laboratory.

**MUS-38 - Beginning Applied Music Training** **2 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers who could benefit from individualized instruction in preparation for a job in the music field or to prepare for performance auditions. Attendance at related concerts required. Not designed for beginning students. Beginning students are encouraged to take class piano, voice class or guitar class as an entry into the field of music performance. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-53 - Keyboard Proficiency** **1 unit**  
UC, CSU

*Prerequisite: MUS-32D or the equivalent.*

Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-57 - Gospel Singers** **1 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

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.

**MUS-58 - Gospel Choir** **1 unit**  
UC, CSU

*Prerequisite: None. Open to all students interested in a college choral singing experience.*

A choir of mixed voices dedicated to the further 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.

**MUS-70 - Guitar Lab Ensemble** **1 unit**  
CSU

*Prerequisite: None.*

*Limitation on enrollment: Previous experience with classical guitar and audition on or before the first class meeting.*

Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory.

**MUS-71 - College Chorus** **1 unit**  
CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

**MUS-72 - Group Keyboarding Skills** **1 unit**  
CSU

*Prerequisite: None.*

Keyboard skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-77 - Guitar Ensemble 2 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Previous experience with classical guitar and an audition on or before the first class meeting.*

An ensemble dedicated to the study, rehearsal and performance of a variety of literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-83 - Advanced Chamber Choir 1 unit**

CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-87 - Applied Music Training 1 unit**

CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Attendance at related live performances required. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-200 - Music Work Experience 1-2-3-4 units**

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**OFFICE ADMINISTRATION**

See [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)

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**PHILOSOPHY****PHI-10 - Introduction to Philosophy 3 units**

UC, CSU

*Prerequisite: None.*

A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

**PHI-10H - Honors Introduction to Philosophy 3 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

**PHI-11 - Critical Thinking 3 units**

UC, CSU

*Prerequisite: None.*

This course presents critical thinking as a skill to be used for better understanding, evaluating and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, informal fallacies. 54 hours lecture.

**PHI-12 - Introduction to Ethics: 3 units****Contemporary Moral Issues**

UC, CSU (C-ID PHIL 120)

*Prerequisite: None.*

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

**PHI-15 - Bio-Medical Ethics 3 units**

UC, CSU

*Prerequisite: None.*

An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundation of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering, and the new reproductive technologies. 54 hours lecture.

**PHI-32 - Introduction to Symbolic Logic** 3 units  
(Same as MAT-32)  
UC, CSU

*Prerequisite:* None.

*Limitation on enrollment:* May not be taken if credit for MAT-32 has been granted.

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

**PHI-35 - Philosophy of Religion** 3 units  
(Same as HUM-35)  
UC, CSU

*Prerequisite:* None.

*Advisory:* PHI-10 or 10H, or 11.

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.

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### PHOTOGRAPHY

**PHO-12 - Photojournalism** 3 units  
(Same as JOU-12)  
CSU (C-ID JOUR 160)

*Prerequisite:* PHO-8.

*Corequisite:* PHO-9.

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**PHO-20 - Introduction to Digital Photography** 3 units  
CSU

*Prerequisite:* None.

Theory and practice in the basic techniques of producing digital 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. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 hours laboratory.

**PHO-200 - Photography Work Experience** 1-2-3-4 units  
CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

Also see [JOURNALISM](#)

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### PHYSICAL EDUCATION

See [KINESIOLOGY](#)

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### PHYSICAL SCIENCE

**PHS-1 - Introduction to Physical Science** 3 units  
UC\*, CSU

*Prerequisite:* None.

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

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### PHYSICIAN ASSISTANT

**PHT-1 - Applied Clinical Skills** 2 units  
CSU

*Prerequisite:* None.

*Limitation on enrollment:* Acceptance into the Physician Assistant program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student will learn basic clinical skills applicable to the clinical environment including interpretation and theory of body fluids and tissue and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. 27 hours lecture and 27 hours laboratory.

**PHT-2 - Medicine Science I** 6.5 units  
CSU

*Prerequisite:* None.

*Limitation on enrollment:* Acceptance into the Physician Assistant program.

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

**PHT-3 - History and Physical Assessment I** 4 units  
CSU

*Prerequisite:* None.

*Corequisite:* PHT-2.

*Limitation on enrollment:* Acceptance into the Physician Assistant program.

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is exposed to clinical gathering skills, how to elicit and write a medical history, introduction to physical examination using the problem oriented medical record and patient simulation. Emphasis will be placed on a normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in the PHT- 2 Medical Science I course. 54 hours lecture and 54 hours laboratory.

**PHT-4 - Applied Clinical Skills II** 4 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the basic skills and concepts of electrocardiology and radiology applicable to the clinical setting. 54 hours lecture and 54 hours laboratory.

**PHT-5 - Medicine Science II** 6.5 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

**PHT-6 - History and Physical Assessment II** 4 units  
CSU*Prerequisite: Completion of all first semester courses.**Corequisite: Concurrent enrollment in PHT- 5.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements of an approved Physician Assistant program. The student is exposed to the continuation of clinical data gathering skills related to history and physical assessment. Emphasis will be on a normal history, physical and neurological exam and progressive case studies will correlate with the clinical symptoms covered in PHT-5. The student will also learn how to perform an obstetric and gynecological exam and examination of the male genitalia and prostate using patient simulations and patient models. Includes practical experiences of history taking and physical assessment supervised by individual preceptors. 54 hours lecture and 54 hours laboratory.

**PHT-7 - Medical Pharmacology** 4 units  
CSU*Prerequisite: Completion of all first semester courses.**Corequisite: Concurrent enrollment in PHT-4, 5, and 6.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. 72 hours lecture.

**PHT-8 - Applied Clinical Skills III** 3 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the basic skills and concepts of cardiopulmonary resuscitation, aseptic technique, operating room principles and guidelines, wound closure, bandaging and splinting, casting, parenteral medication administration, intravenous access, venipuncture, nasogastric intubation and bladder catheterization and standard precautions. 36 hours lecture and 54 hours laboratory.

**PHT-9 - Medicine Science III** 6.5 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The course provides a systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. 120 hours lecture.

**PHT-10 - Clinical Nutrition** 3 units  
CSU*Prerequisite: None.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. The student is introduced to the science of nutrition as it relates to good health, health promotion, disease prevention, the diagnosis, assessment and treatment of the nutritional aspects of acute and chronic illnesses. 54 hours lecture.

**PHT-11 - Internal Medicine I** 6 units  
CSU*Prerequisite: None.**Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine where, under supervision, they participate in a variety of patient care activities including rotation through Intensive and Coronary Care Units and the Emergency Room. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend grand and special conferences participating, where possible, in the elucidation of diagnoses and formulation of therapeutic plans. 336 hours laboratory. (TBA option)

**PHT-12 - Internal Medicine II** **6 units**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine, where, under supervision, they participate in a variety of patient care activities including rotations in the Intensive and Coronary Care Units. Students are assigned to patients for medical history, physical examination, diagnostic testing and patient management. Students attend daily ward rounds, grand rounds, and special conferences and participate in discussions of diagnostic problems and formulation of patient management plans. 336 hours laboratory. (TBA option)

**PHT-13 - General Surgery** **4 units**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities including surgical history review, physical examination, diagnostic testing, technical and surgical procedures and management of the surgical patient. Students attend daily ward rounds, special conferences with participation in pre-operative and post-operative care of patients. Includes rotations through the Trauma Unit and Emergency Room. 224 hours laboratory. (TBA option)

**PHT-14 - Surgery II** **6 units**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are exposed to a continuation of Surgery Internship with the Department of Orthopedic Surgery. 336 hours laboratory. (TBA option)

**PHT-15 - Pediatrics** **6 units**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first-year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Pediatrics where they, under supervision, participate in a variety of pediatric patient care activities. Students are assigned to pediatric patients for medical history review, physical examination, diagnostic testing, and participation in supportive role in the patient's therapeutic management. They attend daily ward rounds, grand rounds, and special conferences and participate on discussion of diagnostic problems and formulation of patient management plans. 336 hours laboratory. (TBA option)

**PHT-16 - Obstetrics/Gynecology** **6 units**  
**CSU**

*Prerequisite: Advanced standing in the Physician Assistant program including completion of all first year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Obstetrics and Gynecology where, under supervision, they participate in a variety of patient care activities emphasizing patients with reproductive tract abnormalities and normal or complicated pregnancies. Students are assigned to patients for medical history review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. They also attend daily grand rounds and special conferences with participation in the discussion of diagnostic problems and patient management plans. 336 hours laboratory. (TBA option)

**PHT-17 - Family Practice** **6 units**  
**CSU**

*Prerequisite: Advanced standing in the Physician Assistant program including completion of all first year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Practice where, under supervision, they participate in a variety of patient care activities. Students are assigned to patients for medical history review, physical examination, diagnostic testing and within limitation imposed by education and experience, patient management. They attend daily grand rounds and special conferences with participating, where possible, in the elucidation of diagnosis and formulation of therapeutic plans. 336 hours laboratory. (TBA option)

**PHT-18 - Psychiatry/Mental Health** **4 units**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Psychiatry and Mental Health where, under supervision, they participate in a variety of patient care activities. Students perform psychiatric interviews and mental status examinations and participate in discussions and formulation of therapeutic plans. 224 hours laboratory. (TBA option)

**PHT-19 - Emergency Medicine** **4 units**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Advanced standing in the Physician Assistant program including completion of all first year courses.*

Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Emergency Medicine where, under supervision, they participate in a variety of patient care activities including medical history review, physical examination, advanced life support, basic life support, suturing, splinting, insertion of central lines, venipuncture, intravenous access, and minor surgical procedures. Students participate in discussion on diagnostic problems and formulate therapeutic plans. 224 hours laboratory. (TBA option)

**PHT-20 - Medical Genetics 3 units  
CSU**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

Medical Genetics course introduces students to the human genome and human genetic research. The course covers the principles of heredity at the cellular and molecular levels; genetic and molecular analysis of representative human traits in conjunction with their clinical manifestation. Genetic variation in individuals and its application in forensic medicine; gene mining for the advance medicine; genetics of cancer, immunogenetics, and pharmacogenetics will also be discussed. Emphasis is placed on understanding the role of genetic and environmental factors in maintaining health, prevention and management of disease in individuals and populations; on identification of genetic predispositions based on family pedigree in the context of clinical preventive practice; and on genetic testing and counseling. The ethical, legal and social implications of genomics for individuals and health care systems will be discussed. Controversial, thought-provoking topics related to the treatment of genetic diseases such as stem cell research and gene therapy will be included. Genomics of emerging pathogens in the aspect of world health will be recognized. Designed to meet the requisites in basic medical sciences for professional programs. 54 hours lecture combined with problem-based learning and virtual laboratory setting.

**PHT-21A - Neurosurgery Clerkship 5 units  
CSU**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is an advanced student-cohort course of study and is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Neurosurgery where, under supervision, they will participate in various inpatient and outpatient care activities that further develop clinical skills in assessment, evaluation, diagnosis and differential diagnosis, medical and surgical management, and discharge planning of patients with neurological conditions. 270 laboratory hours. (TBA option)

**PHT-21B - Advanced Mental Health Clerkship 5 units  
CSU**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program and the California Department of Mental Health, Mental Health Services Act (MHSA). Students are assigned to the Department of Psychiatry and Mental Health Clinics where, under supervision, they participate in a variety of patient care activities consistent with the MSHA criteria. 270 hours laboratory. (TBA option)

**PHT-21C - Advanced Geriatrics Clerkship 5 units  
CSU**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is an advanced student-cohort course of study and is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Family Medicine where, under supervision, they participate in a variety of patient care activities consistent with Geriatric Medicine. 270 hours laboratory. (TBA option)

**PHT-21D - Hospitalist Medicine Clerkship 5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Acceptance into the Physician Assistant program, as well as successful completion of all first-year courses.*

This course is an advanced student-cohort course of study and is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. Students are assigned to the Department of Internal Medicine where, under supervision, they participate in a variety of inpatient care activities that further develop clinical skills in assessment, treatment and discharge planning of common diseases and conditions of hospitalized patients. 270 hours laboratory. (TBA option)

**PHT-22A - Clinical Anatomy, Physiology and Pathophysiology 3 units  
CSU**

*Prerequisite: None.*

*Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national requirements for an approved Physician Assistant Program. The course is a comprehensive review of human anatomy and physiology with an emphasis on their clinical applications. The course also includes pathophysiological processes that impact the human body that result in various disease processes. The course is a systems based course that covers all of organ systems. The anatomy and physiology of each organ system serves as the foundational knowledge that is requisite to for discussing the mechanisms of possible disorders of that specific system, and for reviewing the most common pathological conditions in pertinent the corresponding clinical disciplines. The course is one of two a two series course (22A and 22B). 54 hours lecture.

**PHT-22B - Clinical Anatomy, Physiology and Pathophysiology** **3 units**

CSU

*Prerequisite: PHT-22A.**Limitation on enrollment: Acceptance into the Physician Assistant program.*

This course is designed to meet the state and national requirements for an approved Physician Assistant Program. The course is a comprehensive review of human anatomy and physiology with an emphasis on their clinical applications. The course also includes pathophysiological processes that impact the human body that result in various disease processes. The course is a systems-based course that covers all of organ systems. The anatomy and physiology of each organ system serves as the foundational knowledge that is requisite to for discussing the mechanisms of possible disorders of that specific system, and for reviewing the most common pathological conditions in pertinent the corresponding clinical disciplines. The course is the second of a two series course (22A and 22B). 54 hours lecture.

**PHYSICS****PHY-4A - Mechanics** **4 units**

UC\*, CSU

*Prerequisite: None.**Corequisite: MAT-1A.*

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.

**PHY-4B - Electricity and Magnetism** **4 units**

UC\*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

**PHY-4C - Heat, Light and Waves** **4 units**

UC\*, CSU

*Prerequisite: PHY-4A.**Corequisite: MAT-1B.*

Examines temperature, heat transfer, thermal properties of matter, thermodynamics and heat-engine cycles, wave motion and acoustical phenomena, reflection, refraction, lenses, interference and diffraction. 54 hours lecture and 54 hours laboratory.

**PHY-4D - Modern Physics** **4 units**

UC, CSU

*Prerequisite: PHY-4A.*

The study of special relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture.

**PHY-10 - Introductory General Physics** **3 units**

UC\*, CSU

*Prerequisite: MAT-52.*

A liberal arts physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism and nuclear physics. 54 hours lecture.

**PHY-11 - Physics Lab** **1 unit**

UC, CSU

*Prerequisite: None.**Corequisite: PHY-10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

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**PHYSIOLOGY AND ANATOMY**  
 See [ANATOMY AND PHYSIOLOGY](#)


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**POLITICAL SCIENCE****POL-1 - American Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

The principles and critical issues of American politics, with emphasis on the national government. Course topics include: political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government are included. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-1H - Honors American Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

The principles, and critical issues of American politics, with emphasis on the national government. Course topics include: philosophic and ideological sources of political system and culture, political parties and elections, interest groups, mass movements, public policy, media, judicial system, and California state and local government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-2 - Comparative Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

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 and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-2H - Honors Comparative Politics** **3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A comparative study of selected European, Asian, African, Latin American, Middle Eastern and 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 and issues of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-4 - Introduction to World Politics 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-4H - Honors Introduction to World Politics 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors program.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. The honors course offers 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.

**POL-6 - Introduction to Political Economy 3 units****(Same as ECO-6)**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

**POL-8 - Introduction to Public Administration and Policy Development 3 units**

CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

**POL-11 - Political Theory 3 units**

UC, CSU

*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

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**PSYCHOLOGY****PSY-1 - General Psychology 3 units**

UC, CSU

*Prerequisite: None.*

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.

**PSY-2 - Biological Psychology 3 units**

UC, CSU

*Prerequisite: PSY-1.*

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.

**PSY-8 - Introduction to Social Psychology 3 units**

UC, CSU (C-ID PSY 170)

*Prerequisite: None.*

This course examines 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. 54 hours lecture.

**PSY-9 - Developmental Psychology 3 units**

UC, CSU

*Prerequisite: None.*

This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

**PSY-33 - Theories of Personality 3 units**

UC, CSU

*Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. 54 hours lecture.



**PSY-35 - Abnormal Psychology 3 units****UC, CSU (C-ID PSY 120)***Prerequisite: None.*

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.

**PSY-50 - Research Methods in Psychology 4 units  
CSU***Prerequisite: PSY-1 and MAT-12/12H.*

This course 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.

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**READING****REA-2 - Rapid Reading 2 units  
CSU***Prerequisite: None.*

Designed for readers with good vocabulary skills who are interested in increasing reading speed. A qualifying placement level is recommended. Students practice utilizing a variety of rapid reading methods and comprehension-building techniques, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-3 - Reading for Academic Success 3 units  
CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-4 - Critical Reading as Critical Thinking 3 units  
CSU***Prerequisite: None.*

This course is intended for students to fully understand 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.

**REA-81 - Reading, Level I 3.5 units***Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-82 - Reading, Level II 3.5 units***Prerequisite: REA-81 or qualifying placement level.*

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-83 - Reading, Level III 3 units***Prerequisite: REA-82 or ESL-73 or qualifying placement level.*

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-86 - Reading Strategies for Textbooks 1 unit***Prerequisite: None.*

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**REA-87 - Reading Clinic .5 unit***Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**REA-95 - Special Topics in Reading .5 unit***Prerequisite: None.*

Designed to introduce students to a variety of basic activities that expand strategies and techniques for developing reading comprehension. Students improve comprehension skills by questioning, surveying, establishing a purpose for reading and changing speeds in relation to difficulty and content. 9 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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**REAL ESTATE**
**RLE-80 - Real Estate Principles 3 units**  
 CSU

*Prerequisite: None.*

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. Assists those preparing for the real estate sales agent license examination. 54 hours lecture.

**RLE-81 - Real Estate Practices 3 units**  
 CSU

*Prerequisite: None.*

Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

**RLE-82 - Legal Aspects of Real Estate 3 units**  
 CSU

*Prerequisite: None.*

California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

**RLE-83 - Real Estate Finance 3 units**  
 CSU

*Prerequisite: None.*

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

**RLE-84 - Real Estate Appraisal 3 units**  
 CSU

*Prerequisite: None.*

Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

**RLE-85 - Real Estate Economics 3 units**  
 CSU

*Prerequisite: None.*

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.

**RLE-86 - Escrow Procedures I 3 units**  
 CSU

*Prerequisite: None.*

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.

**RLE-200 - Real Estate Work Experience 1-2-3-4 units**  
 CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for 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.

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**SOCIOLOGY**
**SOC-1 - Introduction to Sociology 3 units**  
 UC, CSU (C-ID SOCI 110)

*Prerequisite: None.*

An introduction to the basic concepts relating to the study of society. The course 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 SOC-1H. 54 hours lecture.

**SOC-2 - American Social Problems 3 units**  
 UC, CSU (C-ID SOCI 115)

*Prerequisite: None.*

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

**SOC-10 - Race and Ethnic Relations 3 units**  
 UC, CSU (C-ID SOCI 150)

*Prerequisite: None.*

An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination, and the concept of racism. The course brings into sharper focus the history and contemporary status of White-ethics, religious minorities, American Indians, Afro-Americans, Hispanic-Americans, Asian-Americans, Jewish-Americans, and women in the United States. Social institutions such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the United States and other societies are closely examined. 54 hours lecture.

**SOC-12 - Marriage and Family Relations 3 units**

UC, CSU

*Prerequisite: None.*

Patterns in marriage and family relations focusing on both academic and practical considerations. Includes courtship, marriage, child-parent relations, intrafamily conflict, and sexual adjustment. 54 hours lecture.

**SOC-17 - Introduction to Public Mental Health 3 units**  
(Same as HMS-17)

CSU

*Prerequisite: None.*

Introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

**SOC-20 - Introduction to Criminology 3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

**SOC-50 - Introduction to Social Research Methods 3 units**  
UC, CSU*Prerequisite: None.*

Designed to introduce the student to the nature of scientific inquiry and to the basic principles and procedures applied to the conduct of research in the social sciences. The course is organized around the generally accepted sequential steps in the research process; from the inception of a research idea to the research design for inquiry, to the gathering and analysis of data, to the final report of the findings. 54 hours lecture.

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**SPANISH****SPA-1 - Spanish 1 5 units**  
UC\*, CSU (C-ID SPAN 100)*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-1H - Honors Spanish I 5 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors program.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. This honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2 - Spanish 2 5 units**  
UC, CSU*Prerequisite: SPA-1, 1H, or 1B.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2H - Honors Spanish 2 5 units**  
UC, CSU*Prerequisite: SPA-1, 1H, or 1B.**Limitation on enrollment: Enrollment in the Honors program.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3 - Spanish 3 5 units**  
UC\*, CSU*Prerequisite: SPA-2 or 2H.*

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 units**

UC\*, CSU

*Prerequisite: None.*

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-4 - Spanish 4 5 units**

UC, CSU

*Prerequisite: SPA-3 or 3N.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. 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 units**

UC, CSU

*Prerequisite: SPA-2 or 2H.*

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 units**

UC, CSU

*Prerequisite: None.*

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-12 - Latin American Culture and Civilization 3 units**

UC, CSU

*Prerequisite: None.*

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-13 - Spanish for Health Care Professionals 5 units**

CSU

*Prerequisite: None.*

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**SPEECH COMMUNICATION**  
See [COMMUNICATION STUDIES](#)

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**SPEECH LANGUAGE PATHOLOGY****SLP-1 - Foundations of Speech-Language 4 units**

Pathology Assisting

CSU

*Prerequisite: None.*

A study of the legal and ethical issues, academic content, and technical and interpersonal skills needed by students who are preparing to work as Speech-Language Pathology Assistants (SLPAs). Includes the role and responsibilities of SLPAs, an introduction to the knowledge and skills needed to assist Speech-Language Pathologists (SLPs) in various work settings, basic anatomy and physiology of the speech, language, and hearing mechanisms, and an overview of communication disorders. 72 hours lecture.

**SLP-2 - Remediation: Hearing and Speech Disorders 4 units**

CSU

*Prerequisite: None.*

The roles and responsibilities of speech-language pathology assistants when working with children and adults who have hearing and speech disorders. Course covers types and degrees of hearing loss, listening devices such as hearing aids, cochlear implants and FM systems, and introduction to screening and intervention approaches used with children and adults. Major emphasis on various remediation techniques used to address auditory and speech goals, design and development of materials and data collection techniques to monitor progress on goals. 72 hours lecture.

**SLP-3 - Remediation: Language, Literacy 4 units**

and Communication

CSU

*Prerequisite: None.*

The roles and responsibilities of speech-language pathology assistants (SLPAs) when working with children and adults who have language, cognitive, and/or communication disorders or who need support in order to succeed in the academic or work setting. Course covers adult language disorders related to head injury, dementia and stroke; language disorders of children; communication disorders of special populations; language goals related to academics for the school-age client; and screening and intervention procedures used with adults and children. 72 hours lecture.

**SLP-4 - Field Work in Speech-Language Pathology Assisting 3 units**

CSU

*Prerequisite: SLP-1.**Limitation on Enrollment: Enrollment in the SLPA program.*

Supervised field work experience assisting with the clinical management of children and/or adults with communicative disorders in educational and/or medical settings. Opportunities to interact with clients/patients while implementing a prescribed remedial plan, assisting with screening or evaluation under the direction of a speech-language pathologist, record keeping and management of clinical data, development of materials, setting up clinical equipment and materials, and performing various clerical duties as needed. 162 hours laboratory.

**SLP-5 - SLPA Workplace Issues** **3 units**

CSU

*Prerequisite: SLP-1.*

Class discussions and assignments in this course are designed to address a variety of issues related to the work setting. Challenging situations encountered in the students' field work experiences are presented in class with the purpose of discussing and identifying potential solutions which are to be implemented and evaluated. Students participate in an on-going self-evaluation to identify areas of strength demonstrated in the work setting and to measure progress on skills that need improvement. 54 hours lecture.

**SUPERVISION**See [MANAGEMENT](#)**THEATER ARTS****THE-3 - Introduction to the Theater** **3 units**

UC, CSU (C-ID THTR 111)

*Prerequisite: None.*

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 the theater as a separate and distinctive art form. 54 hours lecture.

**THE-32 - Acting Fundamentals-Theater** **3 units**

Games and Exercises

UC, CSU (C-ID THTR 151)

*Prerequisite: None.*

Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory. (TBA option)

**THE-200 - Theater Arts Work Experience** **1-2-3-4 units**

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

**WORK EXPERIENCE****WKX-200 - Work Experience****1-2-3-4 units**

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

**WKX-201 - General Work Experience****1-2-3 units**

CSU\*

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters for a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

## NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an “educational gateway” for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor’s Office.

### ENGLISH

#### **ENG-885 - Writing Clinic 0 units**

*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students’ enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option)

### ENGLISH AS A SECOND LANGUAGE

#### **ESL-801 - ESL Support for Career and Technical Programs 0 units**

*Prerequisite: None.*

*Advisory: Qualification for ESL 53.*

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. 36 hours lecture. (Non-credit course. Pass/No Pass only.) (TBA option)

### GUIDANCE

#### **GUI-801 - Testing for Success CAHSEE Preparation 0 units**

*Prerequisite: None.*

Course is intended to give students a review of study skills and time management strategies in preparation for the California High School Exit Examination (CAHSEE). This course may be taken multiple times. 10 hours lecture. There is no mandatory laboratory hour requirement. (Materials fee: \$16.00)

## INTERDISCIPLINARY STUDIES

#### **ILA-800 - Supervised Tutoring 0 units**

*Prerequisite: None.*

*Co-Requisite): Student must be enrolled in at least one other non-tutoring course.*

*Limitation on Enrollment: Student must be referred by an instructor or a counselor.*

This self-paced open-entry/open-exit course provides supervised tutoring, study skills development, and assistance in understanding college course assignments. Students receive individualized tutoring and small group instruction outside of class time in the Learning Center, which is designed to help achieve specific course objectives related to college courses and/or to improve learning and study skills in specific subject matter. Content varies according to the course for which tutoring is sought. 216 hours laboratory. May be taken a total of twelve times. (TBA option) (Non-degree, non-credit course.)

### READING

#### **REA-887 - Reading Clinic 0 units**

*Prerequisite: None.*

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

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## SENIOR CITIZEN EDUCATION

For information about Senior Citizen Education courses, contact the Young @Heart Program at 152 East Sixth Street, Corona, CA. The telephone number is (951) 222-8090.

#### **SCE-804 - Senior Topics 0 units**

*Prerequisite: None.*

This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance.

#### **SCE-809 - Computer Basics for Older Adults 0 units**

*Prerequisite: None.*

This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance.

**SCE-810 - Photography as Therapy for Older Adults 0 units***Prerequisite: None.*

In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance.

**SCE-811 - Drawing and Painting for Older Adults 0 units***Prerequisite: None.*

This course is designed for students 55 years and older, and will include a potpourri of drawing, illustration, painting, mixed media and basic design components. Individual classes will have one or more emphases and will focus on the development and/or enhancement of mental acuity, fine motor skills, creativity and art appreciation in a welcoming social environment. Classes may include creative interpretation of subjects from life, landscape and 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. Socialization and interaction will be an important part of this class. Students will be taught in a progressive systematic manner. Students will provide their own materials and supplies. 24 hours laboratory; Positive Attendance.

**SCE-813 – Healthy Aging for Older Adults 0 units***Prerequisite: None.*

Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and application of principles focusing on maintaining good health as they age. Course is designed to make the tasks of daily living positive. 13 hours lecture and 11 hours laboratory; Positive Attendance.

**SCE-820 - Music for Active Seniors 0 units***Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults. Includes live instrumental and vocal presentations; instruction on composers, song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance.

**SCE-821 - Music Therapy for Frail Seniors 0 units***Prerequisite: None.*

Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments and vocal presentations and instruction on composers, song stories, backgrounds and musical styles from approximately 1900 forward. This course is designed for students 55 years and older who might live in assisted living environments. 30 hours laboratory; Positive Attendance.

**SCE-830 - Mature Driver Improvement 0 units***Prerequisite: None.*

*Advisory: Students must possess a valid California Driver's License and be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate.*

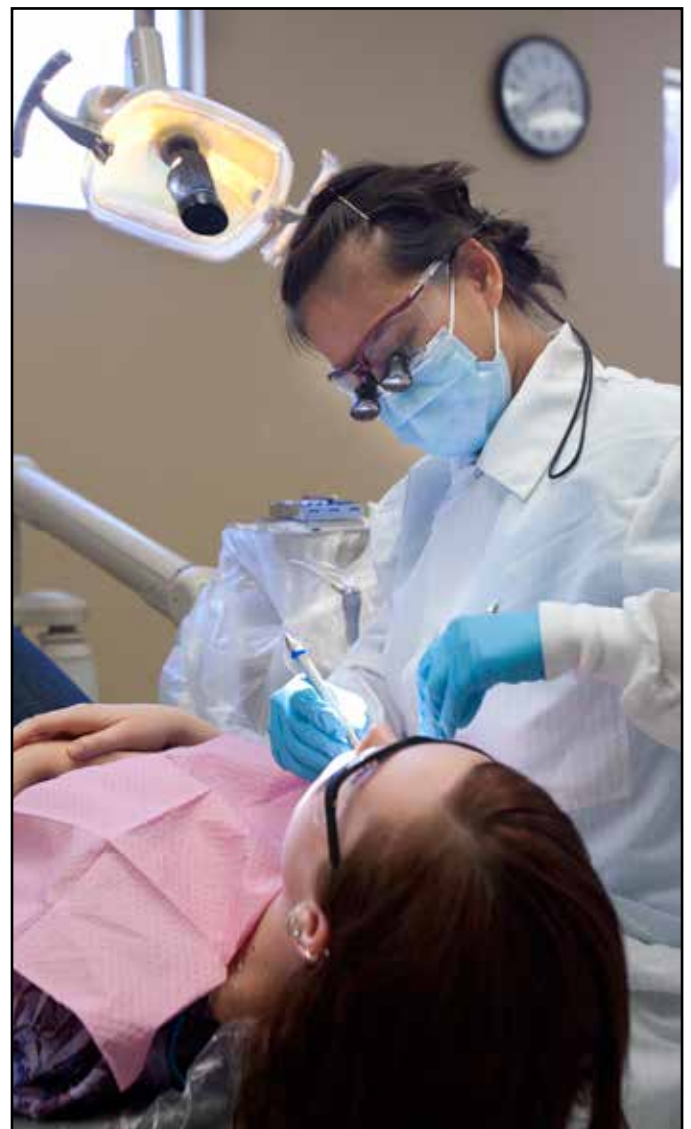
This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course 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. 8 hours laboratory. Positive Attendance.

**SCE-840 - Craft Design for Older Adults 0 units***Prerequisite: None.*

This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance.

**SCE-842 - Needle Arts Therapy for Seniors 0 units***Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. The course will feature a wide variety of needle arts instruction to give students an opportunity to use their creative talents while retaining and continuing to develop fine motor skills memory improvement and will provide an opportunity to share backgrounds and family history through the various projects and offer in a socially interactive environment. Some of the various needle arts that might be included in various classes are: needlepoint, cross stitch, needle beading, embroidery, ribbon embroidery, Japanese bunka and other ethnic needle arts, fabric embellishment, appliqué, quilting, crochet and knitting. Students will provide their own needle art supplies. 24 hours laboratory; Positive Attendance.







**Section VII**  
**FACULTY**



*Each year, the Academic Senate and faculty of RCCD select an educator from their ranks to address the college community. This is one of the highest honors that the faculty can bestow on a colleague to recognize an individual's outstanding teaching skills and contributions to the District and its students. The 53<sup>rd</sup> Distinguished Faculty Lecturer is*

**ALEXIS GRAY**  
**ASSOCIATE PROFESSOR**  
**ANTHROPOLOGY**

Dr. Alexis Gray attended Santa Monica College and California State University, Los Angeles earning her B.A. in Anthropology. She received her M.A. in Anthropology from California State University, Fullerton. At the University of California, Riverside, she completed the requirements for a second Master's degree and completed her Ph.D. in Anthropology in 2006.

Dr. Gray began teaching at Cal State Fullerton. She also taught part time at Cerritos College, Rancho Santiago College, Mt San Jacinto College, UCR, and Cal Poly Pomona but found her niche at Norco in 2000. In 2006, she was hired as a full-time professor

at Norco College. She often laughingly tells her colleagues at other institutions that she has the best students anywhere and that she should know as she has taught everywhere. Dr. Gray won "Teacher of the Year" at Norco twice, and she was selected as the Distinguished Faculty Lecturer for 2013.

In addition to teaching, Dr. Gray has been a forensic anthropologist for over ten years. She consults for the San Bernardino County Sheriff's department on matters of skeletal, decomposed or traumatic accident victims. In both of her occupations, she is passionate about what she does; she enjoys teaching the future generations to become well informed members of society, equally so she is dedicated to identifying the unidentified and discovering what has happened to the deceased so their loved ones can find closure. To this end, Dr. Gray participated in the San Bernardino County DNA recovery project, attempting to connect "cold" cases with current technology. She has also consulted for the television show, "Bones."

Dr. Gray lives with her husband, her son, her nephew, and a host of animals in an historic home they restore on weekends. Her son and nephew will both begin Norco College in the fall.

Acknowledging that the quality of an instructional program is dependent largely upon the quality of the faculty, Riverside Community College District endeavors to maintain a teaching staff which is among the finest in California.

## MORENO VALLEY COLLEGE FACULTY

**AMEZQUITA, ANNA MARIE** Associate Professor,  
English

B.A., St. Edward's University; M.A., New Mexico State University. At Riverside Community College District since 2000.

**BACIUNA, NICOLAE** Associate Professor,  
Mathematics

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2008.

**BALENT, AMY E.** Associate Professor,  
Art

BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College District since 2001.

**BANKS, JAMES** Associate Professor,  
Human Services

B.S., University of Wisconsin, Whitewater; M.S.W., University of Wisconsin, Madison. At Riverside Community College District since 2002.

**BARBOZA, MATTHEW M.** Associate Professor,  
Computer Information Systems

B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College District since 2001.

**BHATTACHARYA, DEBADARSHI (Dipen)** Associate Professor,  
Physics

M.S., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College District since 2001.

**BIANCARDI, FABIAN A.** Professor,  
Political Science

B.A., Richmond College, London; M.Sc., Ph.D., London School of Economics. At Riverside Community College District since 2001.

**BRIGGS, CORDELL A.** Associate Professor, English

B.A., Oakwood College; M.A., Andrews University; Ph.D., Howard University. At Riverside Community College District from 1988-1998, and since 2001.

**BROYLES, LARISA** Associate Professor,  
Anthropology

B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

**BYOUS, ROSSLYNN** Assistant Professor,  
Physician Assistant

B.A., University of California, Santa Barbara; M.S., D.P.A., University of La Verne; Physician Assistant certificate, Charles R. Drew University of Medicine. At Riverside Community College District since 2012.

**CHI, WINSTON** Associate Professor,  
Economics

B.S., Stanford University; M.A., University of California, Irvine. At Riverside Community College District since 2009.

**CLARK, DANIEL H.** Professor,  
English

B.A., Colorado State University; M.A., Indiana University; Ph.D., University of California, Davis. At Riverside Community College District since 1999.

**CONYERS, LISA A.** Associate Professor, Spanish

A.A., Mt. San Antonio College; B.A., University of California, Riverside; M.A., New York University; Ph.D., University of California, Riverside. At Riverside Community College District from 1992-1996 and since 1997.

**DRAKE, SEAN D.** Associate Professor,  
Mathematics

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2000.

**DUMER, OLGA** Associate Professor,  
English as a Second Language

B.A., M.A., Moscow State Pedagogical Institute; Ph.D., Institute of Linguistics of the USSR Academy of Sciences. At Riverside Community College District since 2000.

**DURAN, JOSE** Professor,  
Business & Computer Information Systems

B.A., M.B.A., California State University, San Bernardino. At Riverside Community College District since 1986.

**ELDER, GREGORY P.** Professor,  
History

A.B., Indiana University; Certificate in Theology, Oxford University, UK; Master of Divinity, Nashotah House Theological Seminary; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 1991.

**FAST, MATTHEW** Associate Professor,  
Computer Information Systems

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.

**FONTAINE, ROBERT** Associate Professor,  
Emergency Medical Services

B.A., University of La Verne; M.A., Chapman University. At Riverside Community College District since 2004.

**FOSTER, DONALD T.** Associate Professor,  
Music

B.M., M.M., University of Southern California. At Riverside Community College District since 2005.

**GAGE, GEORGE** Associate Professor,  
Community Interpretation in Spanish

B.A., University of Vermont; M.A., University of Texas at El Paso. At Riverside Community College District since 2000.

**GALICIA, FELIPE** Associate Professor,  
Biology

B.S., M.S., California State University, San Bernardino. At Riverside Community College District since 2005.

**GIBBS, TRAVIS** Professor,  
Psychology  
B.A., Riverside Community College; B.A., M.A., California State University, San Bernardino; Ph.D., The Union Institute Graduate School. At Riverside Community College District since 1996.

**HAUSLADEN, LISA** Associate Professor,  
Medical Assisting  
B.S., Southern Illinois University; M.B.A., University of Phoenix. At Riverside Community College District since 2005.

**HONORE, CHERYL** Professor,  
Accounting  
B.S., Loyola Marymount University, Los Angeles; M.B.A., California State Polytechnic University, Pomona. At Riverside Community College District since 1990.

**HOWARD, JEANNE** Associate Professor,  
Counseling  
B.S., M.S., University of La Verne. At Riverside Community College District since 2008.

**HULSHOF, LIDIA** Associate Professor,  
Dental Assisting  
B.S., Biola University; D.D.S., Loma Linda University. At Riverside Community College District since 2006

**JOHNSON, FEN** Associate Professor,  
Mathematics  
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.

**KIM, JOYCE** Associate Professor,  
Speech Language Pathology  
B.A., University of California, Los Angeles; M.S., Teachers College Columbia University. At Riverside Community College District since 2009.

**LESSER, DONNA** Associate Professor,  
Director, Dental Assistant and  
Dental Hygiene Programs  
B.S., California State University, Northridge; M.A., Pepperdine University. At Riverside Community College District since 2002.

**LIPKIN, ELLEN** Associate Professor,  
Microbiology  
B.S., University of Arizona; M.S., University of California, San Francisco. At Riverside Community College District since 1999.

**LOOMIS, REBECCA** Associate Professor,  
Anatomy and Physiology  
B.S., University of Nebraska; M.S., Loma Linda University. At Riverside Community College District since 1996.

**LOYA, ROBERT** Assistant Professor,  
Computer Information Systems/Business  
B.S., M.I.S., University of Phoenix. At Riverside Community College District since 2013.

**MARSH, DIANE F.** Professor,  
Chemistry  
B.A., California State University, San Bernardino; M.S., Ph. D., University of California, Riverside. At Riverside Community College District since 1992.

**MARSHALL, SHARA** Associate Professor,  
Biology & Health Sciences  
B.A., M.S., California State University, San Bernardino. At Riverside Community College District since 2009.

**MAYO, SANDRA** President,  
Moreno Valley College  
B.A., University of California, Riverside; M.S., West Coast University; Ed.D., University of Southern California. At Riverside Community College District since 2012.

**McQUEAD, MICHAEL W.** Associate Professor,  
Computer Information Systems  
B.M., M.M., University of Southern California. At Riverside Community College District since 1999.

**MERCADO, ROSARIO** Associate Professor,  
Spanish  
B.A., California State University, San Bernardino; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1997.

**METCALFE, KIM** Associate Professor,  
Early Childhood Education  
B.A., M.A., California State University, San Bernardino, Ph.D., Capella University. At Riverside Community College District since 2002.

**MOON, DEBORAH** Assistant Professor,  
Dental Hygiene  
B.S., Northern Arizona University; M.A., Pepperdine University. At Riverside Community College since 2012.

**MOORE, FRANKIE** Associate Professor,  
Coordinator, Student Activities  
B.A., M.A., California State University, Fresno. At Riverside Community College District since 2005.

**NAMEKATA, JAMES S.** Associate Professor,  
Mathematics  
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 1999.

**NOLLETTE, CHRISTOPHER** Associate Professor,  
Director, Emergency Medical Services  
A.A., Oklahoma Community College; B.A., M.Ed., Ed.D., University of Houston. At Riverside Community College District since 2003.

**NYROP, SONYA** Associate Professor,  
Reading  
B.A., Columbia Union College; M.A., University of London; M.S., California State University, San Bernardino. At Riverside Community College District since 2006.

**PACHECO, MARIA DEL ROCIO** Associate Professor,  
Counseling  
A.A., Rio Hondo Community College; B.A., University of California, Irvine; M.S., California State University, Long Beach. At Riverside Community College District since 2001.

**PARKER, LATONYA** Associate Professor,  
Counseling  
B.A., M.S., California State University, Long Beach. At Riverside Community College District since 2007.

- PENA, LARRY A.** Associate Professor,  
Counseling  
B.A., University of California, Riverside; M.S., California State University, San Bernardino. At Riverside Community College District since 2000.
- PFEIFLE, ANN L.** Associate Professor,  
History  
B.A., University of Minnesota; B.S., Moorehead State University; M.A., University of California, Riverside. At Riverside Community College District since 2001.
- PISA, SHEILA** Professor,  
Mathematics  
A.A.S., SUNY Agricultural and Technical College, Morrisville, New York; B.S., M.S., California Polytechnic, San Luis Obispo. At Riverside Community College District since 1991.
- QUIN, CAROLYN L.** Professor,  
Music  
B.A., Millsaps College; M.M., University of Arkansas; Ph.D., University of Kentucky. At Riverside Community College District since 1996.
- QUINTO-MacCALLUM, BONAVIDA** Associate Professor,  
Spanish  
B.A., M.A., University of New Mexico; Ph.D., New Mexico State University. At Riverside Community College District since 2005.
- RENFROW, DEBBI** Associate Professor,  
Library Science  
B.A., University of California, Riverside; M.A., California State University, Dominguez Hills; M.L.I.S., San Jose State University. At Riverside Community College District since 2009.
- RHYNE, JEFFREY** Associate Professor,  
English  
B.A., Pomona College; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2006.
- RICHARDS-DINGER, KARI** Associate Professor,  
Mathematics  
B.S., University of California, Santa Barbara; M.S., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College District since 2009.
- ROCCO, CHRISTOPHER** Associate Professor,  
Humanities  
B.A., University of Hawaii; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2001.
- SANDOVAL, GREGORIO** Vice President,  
Student Services  
M.Ed., Azusa Pacific University; Ed.D., San Diego State University. At Riverside Community College District since 2010.
- SAXON, KATHLEEN L.** Associate Professor,  
Mathematics  
A.S., Mt. San Jacinto College; B.S., University of California, Riverside; M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1998.
- SCHWARTZ, MICHAEL** Assistant Professor,  
English  
B.A., M.A., California State University, Dominguez Hills. At Riverside Community College District since 2011.
- SINIGAGLIA, NICHOLAS** Associate Professor,  
Philosophy  
B.A., University of California, Berkeley; M.A., University of California, Irvine. At Riverside Community College District since 2007.
- SNITKER, NICOLE** Assistant Professor of Career  
and Technical Education,  
Dental Hygiene  
B.A., Northern Arizona University. At Riverside Community College District since 2008.
- SOTO, SALVADOR** Associate Professor,  
Counseling  
A.A., Riverside Community College District; B.A., University of California, Santa Barbara; M.S., P.P.S., University of La Verne. At Riverside Community College District since 2005.
- STAFFORD, PAULA** Assistant Professor of Career  
and Technical Education,  
Physician Assistant  
A.A., West Los Angeles College; B.S., California State University, San Bernardino. At Riverside Community College District since 2002.
- STEINBACK, ROBIN** Vice President, Academic Affairs  
B.S., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2013.
- TARCON, SUSAN** Director,  
Health Services  
B.S.N., University of Wisconsin; M.S.N., University of Phoenix. At Riverside Community College District since 2010.
- TENPAS, CYNTHIA** Dean,  
Technology and Instructional Support Services  
B.A., University of California, Riverside; M.L.S., California State University, San Jose. At Riverside Community College District since 1995 to 2004 and since 2006.
- THOMPSON, ERIC** Associate Professor,  
Sociology  
B.A., California State University, Chico; M.A., California State University, Sacramento. At Riverside Community College District since 2005.
- TOLUNAY, ADVIYE** Associate Professor,  
Psychology  
B.A., M.A., Bogazici University (Turkey); Ph.D., University of Rhode Island. At Riverside Community College District since 2006.
- VAKIL, DAVID** Dean of Instruction  
B.S., University of Arizona; M.S., California Institute of Technology. At Riverside Community College District since 2013.
- VINCENT, EUGENIA E.** Dean,  
Student Services  
B.S., Clark-Atlanta University; M.A., University of Southern California. At Riverside Community College District since 1988.
- WAGNER, STEPHEN D.** Associate Professor, Biology  
B.S., M.S., California State University, San Bernardino. At Riverside Community College District since 2005.

**WERNER-FRACZEK, JOANNA** Associate Professor,  
**Biology**  
B.S., M.S., University of Gdansk; M.S., Ph.D., University of Wisconsin, Madison. At Riverside Community College District since 2006.

**WICKEN, INGRID P.** Associate Professor,  
**Kinesiology**  
A.A., Riverside Community College; B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College District since 1989.

**WILLIAMS, EDWARD ALLAN** Professor,  
**English**  
A.A., San Diego City College; M.A., M.F.A., San Diego State University; B.B.A., National University, San Diego. At Riverside Community College District since 1997.

**YAO, CHUI ZHI** Associate Professor,  
**Mathematics**  
B.A., M.A., M.A., California State University, Sacramento; Ph.D., University of California, Riverside. At Riverside Community College District since 2008.

**YGLORIA, ALEXANDER** Associate Professor,  
**DSPS Counselor/LD Specialist**  
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2009.

**YOSHINAGA, ANN** Director,  
**Public Safety Education and Training**  
A.S., Crafton Hills; B.S., California State University Long Beach; M.A., California State University San Bernardino. At Riverside Community College District since 2010.

**ZAPATA, VALARIE** Associate Professor,  
**English**  
B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.





**Section VIII**  
**DISTRICT**

# RCCD RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

## Moreno Valley College

16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100 • www.mvc.edu

Academic Affairs . . . . .	571-6351	Dean of Instruction . . . . .	571-6163	Mailroom . . . . .	571-6145
Academic Departments:		Dean of Public Safety Education		Math Lab . . . . .	571-6232
Business, and Information Technology		and Training . . . . .	571-6314	Matriculation . . . . .	571-6131
Systems . . . . .	571-6125	Dean of Student Services . . . . .	571-6137	Middle College High School . . . . .	571-6463
Communications . . . . .	571-6325	Dental Hygiene/Assisting Program		Outreach . . . . .	571-6409
Health, Human, and Public Services		. . . . .	571-6433	Physician Assistant Program . . . . .	571-6166
. . . . .	571-6251 or 6284	Disabled Student Services . . . . .	571-6138	Police Dispatch . . . . .	222-8171
Humanities, Arts and Social Sciences		Early Childhood Education Center		President's Office . . . . .	571-6161
. . . . .	571-6134	. . . . .	571-6214	Puente Program . . . . .	571-6240
Mathematics, Sciences, Kinesiology and		Emergency Medical Services . . . . .	571-6395	Student Activities . . . . .	671-6105
Physical Education . . . . .	571-6125	Employment Placement . . . . .	571-6414	Student Government . . . . .	571-6268
Public Safety Education and Training		Extended Opportunity Programs and		Student Services Upward Bound Math and	
. . . . .	571-6197	Services . . . . .	571-6253	Science . . . . .	571-6382
Admissions . . . . .	571-6101	Facilities Office . . . . .	571-6113	Student Support Services . . . . .	571-6275
Articulation Office . . . . .	571-6326	Fire Technology . . . . .	571-6197	Student Financial Services . . . . .	571-6139
Assessment and Placement Testing		Health Services . . . . .	571-6103	Title V Office . . . . .	571-6260
. . . . .	571-6492	Information Services . . . . .	571-6116	Tutorial Services . . . . .	571-6167
Bookstore . . . . .	571-6107	Institutional Research and Assessment		Veterans Services . . . . .	571-6157
Business Services . . . . .	571-6342	. . . . .	571-6303	Web Development . . . . .	571-6380
Career and Transfer Center . . . . .	571-6205	Instructional Media Center . . . . .	571-6201	Workforce Preparation . . . . .	571-6154
College Police . . . . .	571-6190	KMVC TV, Channel 17 . . . . .	571-6100 x 4317	Writing and Reading Center . . . . .	571-6128
Computer Lab . . . . .	571-6127	Law Enforcement Programs . . . . .	571-6316		
Counseling . . . . .	571-6104	Library . . . . .	571-6111		

## Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcollege.edu

Academic Departments		24-Hour Dispatch Center . . . . .	222-8171	Student Activities . . . . .	372-7007
Art, Humanities and World Languages		College Receptionist . . . . .	372-7044	Student Employment . . . . .	372-7190
. . . . .	372-7076	Counseling . . . . .	372-7101	Student Financial Services . . . . .	372-7009
Business, Engineering and Information		Dean of Instruction . . . . .	372-7018	The Talented Tenth Program (T3p) . . . . .	
Technologies . . . . .	372-7079	Dean of Student Services . . . . .	372-7081	. . . . .	372-7148
Communications . . . . .	372-7067	Disability Resource Center . . . . .	372-7070	Transfer Center . . . . .	372-7151
Mathematics and Sciences . . . . .	372-7079	Extended Opportunity Programs and		Trio Programs	
Social and Behavioral Sciences . . . . .	372-7076	Services . . . . .	372-7128	Student Support Services . . . . .	372-7163
Admissions and Records . . . . .	372-7003	Health Services . . . . .	372-7046	Upward Bound Programs . . . . .	739-7807
Assessment Center . . . . .	372-7176	Honors Program . . . . .	739-7846	Tutorial . . . . .	372-7143
Bookstore . . . . .	372-7085	Library/Resource Center . . . . .	739-7896	Veterans Services . . . . .	372-7142
CalWORKs . . . . .	372-7052	Outreach . . . . .	739-7856	Writing and Reading Center	
Career Placement . . . . .	372-8086	Puente Program . . . . .	372-7146	. . . . .	372-7000 x 4545
College Police . . . . .	372-7088	STEM/MESA . . . . .	739-7806		

## Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

Admissions and Records . . . . .	222-8600	Counseling . . . . .	222-8440	Open Campus . . . . .	www.opencampus.com
Applied Technology . . . . .	222-8491	Disabled -Student Services . . . . .	222-8060	Outreach . . . . .	222-8574
Art . . . . .	222-8395	Diversity and Equity Compliance . . . . .	222-8435	Performance Riverside . . . . .	222-8100
Art Gallery . . . . .	222-8358	Early Childhood Education . . . . .	222-8068	Senior Citizen Education . . . . .	222-8090
Athletics . . . . .	222-8892	Extended Opportunity Programs and		Student Activities . . . . .	222-8570
Bookstore . . . . .	222-8140	Services . . . . .	222-8045	Student Financial Services . . . . .	222-8710
Business Administration . . . . .	222-8550	Human Resources . . . . .	222-8588	Student Health and Psychological Services	
Career and Technical Education . . . . .	222-8131	Information Systems and Technology		. . . . .	222-8151
College Police . . . . .	222-8520	. . . . .	222-8556	Transcript Office . . . . .	222-8603
24 Hour Dispatch Center . . . . .	222-8171	International Student Center . . . . .	222-8160	Transfer Center . . . . .	222-8446
Parking Control (Citations) . . . . .	222-8520/21	Library/Learning Resources . . . . .	222-8560	Tutorial . . . . .	222-8168
Community Education . . . . .	222-8090	Math Learning Center . . . . .	222-8000 x 4100	Veterans Office . . . . .	222-8602
Cosmetology . . . . .	222-8181	Nursing, School of . . . . .	222-8405	Writing and Reading Center . . . . .	222-8632
				Workforce Preparation . . . . .	222-8648





## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



### OFFICE OF THE CHANCELLOR

Dr. Cynthia E. Azari  
Interim Chancellor

Ms. Chris Carlson  
Chief of Staff and Facilities Development

Mr. Jim Parsons  
Associate Vice Chancellor, Strategic Communications and Relations

### OFFICE OF THE PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Ray Maghroori  
Provost/Vice Chancellor, Educational Services

Ms. Sylvia Thomas  
Associate Vice Chancellor, Educational Services

Mr. Raj Bajaj  
Dean, Educational Services

Mr. Richard Keeler  
Dean, Grants

Mr. James Miyashiro  
Chief of Police

Dr. John Tillquist  
Associate Vice Chancellor, Economic Development

Mr. David Torres  
Dean, Intuitional Research

### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Mr. Aaron Brown  
Vice Chancellor, Business and Financial Services

### OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Melissa Kane  
Vice Chancellor, Diversity and Human Resources

### DISTRICT CURRICULUM COMMITTEE

Dr. Richard Mahon  
Committee Member  
Riverside Curriculum Committee Chair

Mr. Brian Johnson  
Committee Member  
Norco Curriculum Committee Chair

Mr. Greg Burchett  
Committee Member\*  
Tech Review Committee Chair  
CurricUNET Liaison

Dr. Carolyn Quin  
District Curriculum Chair  
Moreno Valley Curriculum Committee Chair

Ms. Sylvia Thomas  
District Administrative Co-Chair\*

Ms. Toni Van Buhler  
Committee Secretary\*

Ms. Naomi Foley  
Committee Clerk\*

\*Non-voting member





## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its Colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the Colleges with leadership in the areas of advocacy, resource stewardship, and planning.

### OUR RCCD VISION AND VALUES

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

#### VISION

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

#### VALUES

##### Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

##### Legacy

- Heritage
- Standards
- Foundation of future

##### Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

##### Service

- To students
- To community
- To the Colleges
- Education/service learning

##### Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

##### Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

##### Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

#### Shareholders

- Economic partner
- Community mindedness
- Community responsibility

## STRATEGIC THEMES AND GOALS 2013-16

### STUDENT ACCESS

As open access institutions of higher education, Riverside Community College District and its Colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District Colleges and educational programs.

### STUDENT LEARNING AND SUCCESS

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

### RESOURCE STEWARDSHIP

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

## COMMUNITY COLLABORATION AND PARTNERSHIP

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

- Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives.

## CREATIVITY AND INNOVATION

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its Colleges, District Office, and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
- Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.
- Goal 3: Support the Colleges' innovative ideas in entrepreneurial initiatives and resource development.

- Goal 4: Develop and implement a plan to keep current with technology advancement.
- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

## SYSTEM EFFECTIVENESS

Riverside Community College District, like all of the State's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and Colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

- Goal 1: Develop efficient and effective processes and procedures that:
  - Reduce red tape
  - Eliminate redundancies
  - Encourage collaboration
  - Increase interdepartmental communication
  - Reduce the number of meetings
  - Promote on-going assessment in order to continually refine our educational technology capability to address future needs
- Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and College strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
- Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between Colleges and centers to best serve students.
- Goal 4: Refine the District functional map to better define responsibilities of various departments.

## HISTORY AND DEVELOPMENT

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

On 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. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District.

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



The Moreno Valley and Norco Campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

## DISTRICT MEMBERSHIPS

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.

## STRATEGIC COMMUNICATIONS AND RELATIONS

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

## THE RCCD FOUNDATION

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, creation of the RCC Art Gallery and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$5 million, with \$500,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In September, 2011, The RCCD Foundation and RCCD together launched **Invest in Excellence, 100 @100**, a comprehensive effort to reach the \$100 million mark in total public and private external resources by 2016 when Riverside City College celebrates its 100th Anniversary, coinciding with the 25<sup>th</sup> anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at [www.rccd.edu/foundation](http://www.rccd.edu/foundation).

## RCCD ALUMNI HOUSE

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 a.m.-5 p.m. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

## RCCD ALUMNI BRICK CAMPAIGN

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

## OPEN CAMPUS

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

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

## RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the

ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

## ARMY AND AIR FORCE ROTC PROGRAMS

### Army ROTC

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

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

### Air Force ROTC

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

### Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

## SPECIAL SUPPORTIVE SERVICES

### 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 information contact (951) 571-6138.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Moreno Valley College 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. MVC, 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 MVC 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](http://www.rccd.edu/pages/ferpa) for more information.)

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

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend 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 and Records, along with a photo I.D.

It is the responsibility of the student to update WebAdvisor to advise the Admissions and Records Office of any change in address or telephone number and change of information forms are also available at [www.mvc.edu](http://www.mvc.edu).

## **INSTRUCTIONAL MATERIALS FEES**

Board Policy 5031

Education Code Section 76365;

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 of instructional materials.

### **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 and 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.

## COURSE REPETITION

References:

Title 5 Sections 55000, 55045, 56029

Education Code Section 76224

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 last 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 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.
  - a. 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 section 55000, in physical education, visual arts or performing arts that are related in content, as defined in 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 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 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.



## **COURSE REPETITION – SIGNIFICANT LAPSE OF TIME**

Reference: Title 5, Section 55043, 55000, 55040,

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, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 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.

## **COURSE REPETITION – VARIABLE UNITS**

Reference: Title 5, Section 55044, 55040(b)

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, except if 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.

Students may not repeat any portion of the curriculum for the course 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, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

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 section 55041 and 58161.

## **REPEATABLE COURSES**

Reference:

Title 5, Sections 55040, 55041, 55000, 55042, 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:

- A. 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 4 enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  1. 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.
  2. 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. These are 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 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in 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 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 and Records office of any campus.



# COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board) or [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources), 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 actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, 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 will not be tolerated. 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 sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, 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.

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

## 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 socio-económico. Alentamos 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 DISCRIMINACIÓN

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, percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica o definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

## 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 no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica es definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.



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 sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

## INFORMAL/FORMAL COMPLAINT PROCEDURE:

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

## PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

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

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

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 a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 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 Diversidad y Recursos Humanos de RCCD.

## EL PROPOSITO 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

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

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

or with the:

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

### 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,

afirmación de que la conducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

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

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la 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 debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en [www.cccco.edu](http://www.cccco.edu).
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le 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 miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser presentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja confirme discriminación en el empleo, la queja deberá ser presentada en de 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:

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

o con:

Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

## COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's 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

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, 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  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449

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 you and to the State Chancellor's Office.

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 that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

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

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

## ¿ 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

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, 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  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449

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 a la oficina del Rector del Estado.

**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 o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción en el espacio de 45 días . La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

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)

Director  
Diversity, Equity and Compliance  
Riverside Community College District  
450 E. Alessandro Blvd.  
Riverside, CA 92508-2449  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Department of Fair Employment and Housing (DFEH)  
Los Angeles District Office  
1055 West 7<sup>th</sup> Street  
Suite 1400  
Los Angeles, CA 90017  
(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, 4<sup>th</sup> 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 Beale Street, Suite 7200  
San Francisco, CA 94105  
(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) 445-4826  
[www.cccco.edu](http://www.cccco.edu)

**DISTRICT ACADEMIC ADMINISTRATION****BAJAJ, PANKAJ****Dean,  
Educational Services**

B.E., MIT; M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

**BRADY, GLEN****Director, Distance Education**

B.S., University of Utah; M.S., San Diego State University. At Riverside Community College District since 2000.

**ESKANDARI-AZARI, CYNTHIA****Interim Chancellor**

M.A., M.S., West Virginia University; Ed.D., Seattle University. At Riverside Community College District since 2011.

**KANE, MELISSA****Vice Chancellor,  
Diversity and Human Resources**

B.A., University of Missouri; M.A.A., University of Memphis. At Riverside Community College District since 2005.

**KEELER, RICHARD****Dean,  
Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

**MAGHROORI, RAY****Vice Chancellor/Provost,  
Educational Services**

B.A., San Jose State College; M.A., San Jose State University; Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

**THOMAS, SYLVIA A.****Associate Vice Chancellor,  
Educational Services  
Associate Professor, Reading**

B.A., University of California, Los Angeles; M.A., Pepperdine University. At Riverside Community College District since 1988.

**TILLQUIST, JOHN****Associate Vice Chancellor,  
Economic Development**

B.A., University of Colorado, Boulder; M.S., Ph.D., University of California, Irvine. At Riverside Community College District since 2005.

**TORRES, DAVID****Dean,  
Institutional Research**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.



**FACULTY EMERITI**

- David Almquist, Associate Professor Emeritus, Kinesiology  
 Michael Amrich, Professor Emeritus, Chemistry  
 Lorraine Anderson, Dean Emerita  
 Sally Armstrong, Professor Emerita, Art  
 Hilda Attride, Professor Emerita, English  
 Jo Ann Bailey, Professor Emerita, Library Services  
 Theodore Banks, Professor Emeritus, Physical Education  
 James Baylor, Professor Emeritus, Business Administration  
 Doug Beckstrom, Professor Emeritus, Dental Technology  
 Henry Z. Benedict, Professor Emeritus, Counseling  
 Joe Bennett, Professor Emeritus, Automotive Technology  
 Richard Bevan, Professor Emeritus, Dental Technology  
 John S. Biehl, Professor Emeritus, Biology and Health Services  
 Elizabeth Bigbee, Dean Emerita, Learning Resources  
 Janis Binam, Professor Emerita, Anthropology  
 Donald Birren, Professor Emeritus, Physical Education  
 Douglas Bond, Professor Emeritus, Chemistry  
 Friedrich Brose, Professor Emeritus, Library Services  
 C. Kenneth Brown, Professor Emeritus, Instructional Media  
 William Brown, Professor Emeritus, Physical Education and  
 Counseling  
 Vern Browne, Professor Emeritus, Computer Information Systems  
 Patricia Bufalino, Dean Emerita  
 Daria Burnett, Dean Emerita  
 Ronald Burton, Professor Emeritus, English  
 James Buysse, Vice Chancellor Emeritus, Administration and Finance  
 Michael Chaks, Professor Emeritus, Accounting  
 Dean Chambers, Professor Emeritus, Business Administration  
 Linda Chang, Professor Emerita, Library Services  
 JoAnn Chasteen, Professor Emerita, Nursing  
 Achinta Chatterjee, Professor Emeritus, English  
 Mike Churchill, Professor Emeritus, Physical Education  
 Eileen Colapinto, Professor Emerita, Counseling  
 Diane Conrad, Associate Professor Emerita, Communication Studies  
 George Conrad, Professor Emeritus, Machine Shop Technology  
 Frank Corona, Professor Emeritus, Spanish  
 Lois O. Cresgy, Professor Emerita, Physical Education  
 Arthur Dassow, Professor Emeritus, Counseling  
 Foster Davidoff, Superintendent/President, Emeritus  
 Brenda Davis, President Emerita  
 Betty Day, Professor Emerita, English  
 Philip Denham, Professor Emeritus, English/Mathematics  
 Jo Dierdorff, Professor Emerita, Dance  
 Deborah DiThomas, Vice President Emerita, Student Services  
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology  
 JoEllen Dooley, Professor Emerita, Library Services  
 Roger Duffer, Professor Emeritus, Music  
 John Elliott, Professor Emeritus, Physics  
 Stanley Everett, Professor Emeritus, Administration of Justice  
 Kathryn Farris, Professor Emerita, Physical Education  
 Brenda Farrington, Professor Emerita, Counseling  
 Mary Fly, Professor Emerita, Early Childhood Education  
 Annette Gaines, Professor Emerita, Nursing  
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Address

June 2013

Date

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Sandra Mayo

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President

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Catalog, 2013-2014



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