



MORENO VALLEY COLLEGE

2015-2016
CATALOG

RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

Michael L. Burke, Ph.D.
Chancellor
Riverside Community College District

Sandra Mayo, Ed.D.
President
Moreno Valley College

BOARD OF TRUSTEES

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The catalog contains policies and/or procedures that are current at the time of printing. However, policies and procedures are continually being updated. In order to be sure it is the most recent language, please check the latest online version at: <http://www.rcc.edu/administration/board/Pages/BoardPolicies.aspx>.

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. Georgina Villasenor, 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.

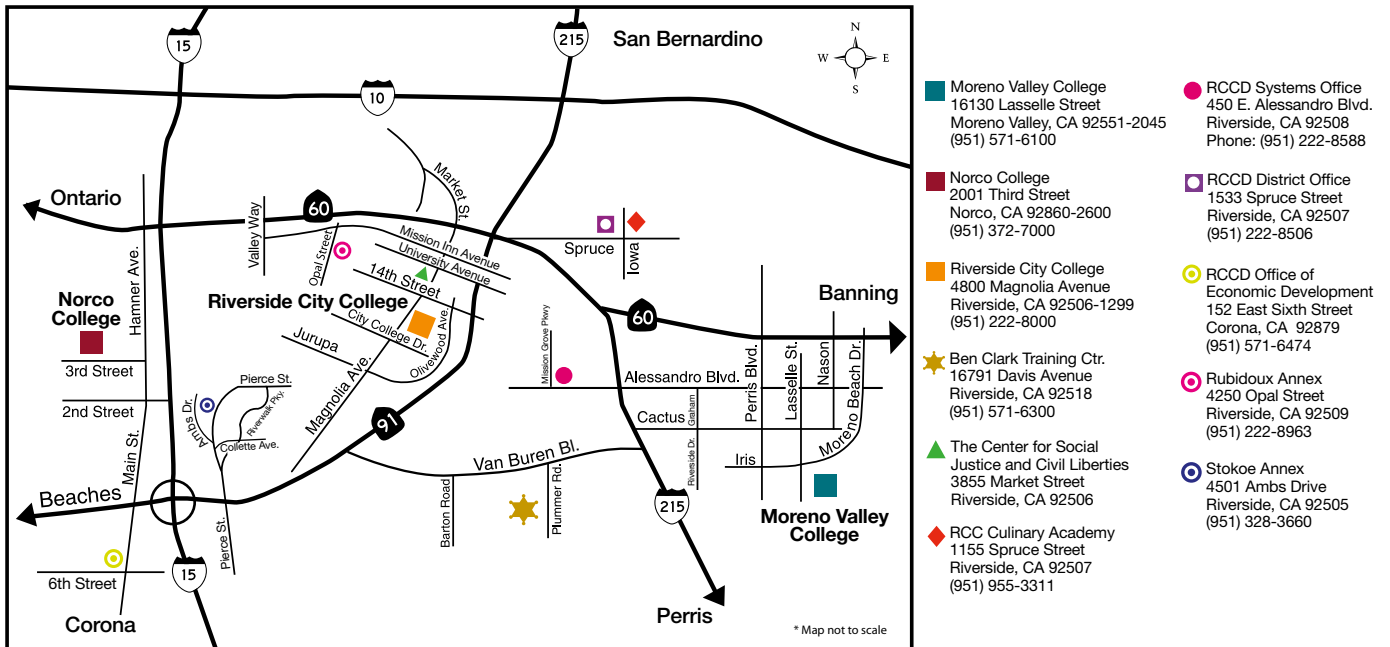
Sandra Mayo
President





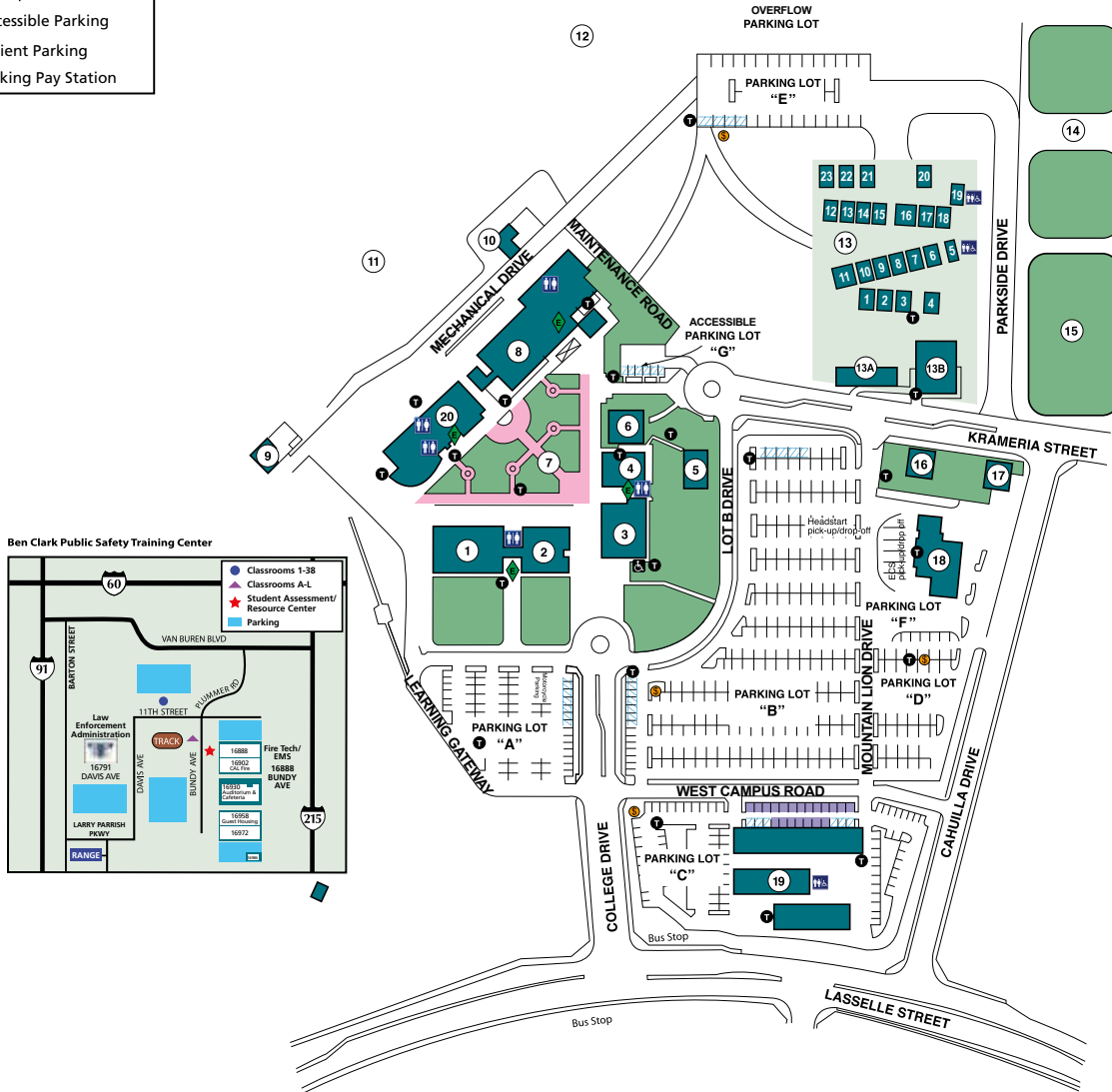
RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

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



MORENO VALLEY COLLEGE

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station



updated 06/14

- | | | | |
|---|--|--|--|
| <p>1. LIBRARY (LIB)
Disabled Student Services
Middle College High School Office
Veterans Services</p> <p>2. STUDENT SERVICES (STU)
Admissions
Assessment Center
Career and Transfer Center
Counseling Services
Dean of Student Services
E.O.P.S./CARE
Puente
Renaissance Scholars Program
Student Financial Services
UBMS (Upward Bound)
Vice President, Student Services</p> <p>3. SCIENCE AND TECHNOLOGY (SCI)
Computer Lab/STEM Center
Grants and College Support
Science Labs
TRIO</p> <p>4. LIONS' DEN CAFE</p> <p>5. STUDENT ACTIVITIES CENTER
ASMVC Student Government</p> <p>6. BOOKSTORE</p> | <p>7. JOHN M. COUDURES, JR. PLAZA</p> <p>8. HUMANITIES (HM)
Academic Departments:
• Business and Information Technology Systems
• Communications
• Humanities, Arts and Social Sciences
• Mathematics
• Science and Kinesiology
Dean of Student Services (Counseling)
Evaluations
Math Lab
Meeting Room (HUM 234)
Open Computer Lab
Workforce Prep/CalWorks
Writing and Reading Lab</p> <p>9. PHASE I MECHANICAL BUILDING</p> <p>10. PHASE II MECHANICAL BUILDING</p> <p>11. EDMUND C. JAEGER DESERT INSTITUTE</p> <p>12. CROSS COUNTRY TRACK</p> <p>13. PARKSIDE COMPLEX (PSC)
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2 Music Practice Rooms
3-4 Classrooms
5 Restrooms</p> | <p>6 Health Services</p> <p>7-10 Classrooms</p> <p>11 Music</p> <p>12 Classroom</p> <p>14A Meeting Room</p> <p>14B Human Services Lab</p> <p>15 Health Science Programs</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>13A. PSC WAREHOUSE
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Center for Professional Development
Dean, Institutional Effectiveness
Dean of Instruction
Faculty Offices
Faculty Work Room
Meeting Rooms
Technology Support Services
Tutorial Services
Vice President, Academic Affairs</p> |
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MORENO VALLEY COLLEGE

Dr. Sandra Mayo
President

Dr. Dyrell Foster
Vice President, Student Services

Mr. Norm Godin
Vice President, Business Services

Dr. Robin Steinback
Vice President, Academic Affairs

Dr. Melody Graveen
Dean of Instruction, Career & Technical Education

Dr. Sheila Pisa
Interim Dean, Institutional Effectiveness

Mr. Arthur Turnier
Dean of Instruction, Public Safety Education and Training

Mr. David Vakil
Dean of Instruction

Ms. Eugenia Vincent
Dean, Student Services

Dr. MichaelPaul Wong
Dean, Student Services (Counseling)

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

Ms. Lisa Chavez
Director, Academic Education and Counseling Services
(ACES)

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

Mr. Jose Recinos
Director, Facilities

Ms. Nicole Smith
Director, Disabled Student Programs and Services

Ms. Susan Tarcon
Director, Health Services

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

Ms. LaTonya Parker
President, Academic Senate

Dr. Carolyn Quin
Chair, Curriculum Committee



Riverside Community College District 2015-2016 ACADEMIC CALENDAR

June 2015						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

July 2015						
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August 2015						
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September 2015						
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October 2015						
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November 2015						
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29	30					

December 2015						
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January 2016						
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31						

February 2016						
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28	29					

March 2016						
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27	28	29	30	31		

April 2016						
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24	25	26	27	28	29	30

May 2016						
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29	30	31				

June 2016						
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19	20	21	22	23	24	25
26	27	28	29	30		

* June 2 - Day Classes Meet/Evening Final Exams for Classes Meeting Thursday Evenings Only
 ** June 9 - Morning and Afternoon Final Exams and Evening Commencement

- Required Day for New Faculty - August 25
- Summer Session 2015
 June 22 - July 30 (6 weeks)
 Weekend Classes: June 27 - July 26
- FLEX Days
 Fall: August 26, 27 & 28
 Spring: February 5
- Fall 2015
 August 31 - December 17
 Weekend Classes: September 5 - December 13
- Winter Intersession 2016
 January 4 - February 11 (6 weeks)
 Weekend Classes: January 9 - February 7
- Spring 2016
 February 16 - June 9
 Weekend Classes: February 20 - June 4
- Final Exams
 Fall: December 11 - December 17
 Spring: June 2 - 9 (June 5 excluded)
- Legal Holiday/Day of Observance
- Commencement (June 9) & Final Exams
- Classes not in Session
- Part-time Faculty Orientation to be arranged by college

For final exam schedule, please refer to the Class Schedule.
 Graduation: June 9, 2016
 The application deadline to walk in the Commencement Ceremony is April 1, 2016



Section I
GENERAL INFORMATION



MISSION

Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:

- Baccalaureate Transfer
- Associate Degrees in Arts and Sciences
- Certificates in Career and Technical Education Fields
- Post-employment Opportunities

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 2015-2016 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 eligible high school students in grades 11 and 12 who have been approved for high school concurrent enrollment or
- Are international students who have satisfied specific international student admissions requirements by specified deadline.

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

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

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

Students are required to submit the Moreno Valley College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records Office or webpage at www.mvc.edu/services/ar/.

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

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

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, or
- They have not been in attendance at any RCCD college during the prior major term (fall or spring only), or
- They submitted an application for a future term and wish to attend a current one.

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

Online applications can be submitted any time at www.mvc.edu and take approximately 24 hours to process (excluding weekends and holidays). 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 additional assistance are available in the Admissions lobby.

Schedule of Classes

The Schedule of Classes is available at www.mvc.edu. Open classes can also be viewed on WebAdvisor by visiting the college website approximately 6-8 weeks before the term begins.

Registration

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

Effective Fall 2012 the order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 to align with the Statewide Student Success Act.

Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor at 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. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e. Assessment, online Orientation/Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" for more information. Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on 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 or fees at www.mvc.edu/services/ar/fees.cfm for payment and refund deadlines. Your 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 next eligible student will automatically be 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 in WebAdvisor. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline.

Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor's

permission to add a class. Students may add classes through WebAdvisor at www.mvc.edu using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. All course adds or drops need to be completed by the deadline posted in the Class Schedule and on WebAdvisor.

Students may withdraw from courses prior to the drop deadlines, by using WebAdvisor. If there is a hold, restricting the use of WebAdvisor, students may bring a completed ADD/DROP card to the Admissions counter at Moreno Valley College and drop classes there. Deadlines to add, drop, and receive a refund are posted on Web Advisor. It is the student's responsibility to drop classes that he/she no longer plans to attend.

Units for Full-Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and 6 units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

Attendance

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

Course work missed due to unavoidable cause may be made up with the instructor's approval. Under no circumstances will absences 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 regarding 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 (now known as Student Success and Support Program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are 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.

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. 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 <https://esars.rcc.edu/Moreno/Assessment/index.htm>. 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 Center Website at 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 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 (SEP).

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

Are You Exempt From Matriculation Pre-Enrollment Requirements?

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

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
 - 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 and a student has not started the course sequence 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, or
- After successfully completing an RCCD Math or English sequence course with at least a "C" or "P" grade, a student can retake the Math or English Placement test.

Please Note: Retesting is limited to once per 5 year period for the Math or English placement tests.

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 (SEP)

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. Students who have attended other college(s) must request to have an official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). 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, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee, and nonresident fees. International applicants pay an Admission application fee and Health insurance fee.

AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee. Effective Spring 2013 students

who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

Any student other than a non-immigrant 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, and is physically present in California, 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) obtained in the state of California.
3. In the case of a person without lawful immigration status, an affidavit (available from the Admissions office) stating that the student has filed an application to legalize 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.

SB 141 Non-Resident Fee Waiver

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

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

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

Health Fee

Every student, including those who qualify for a Board of Governor's Waiver (BOGW), is required to pay a health services fee as 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.

Parking

Parking permits may be purchased on WebAdvisor at www.mvc.edu. Permits can also be ordered on a campus computer and paid for at the cashier's office. Parking permits may be requested through WebAdvisor and may be paid online or in person at the Cashier's Office. Special parking spaces are provided to the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended the first two weeks of the Fall and Spring semesters and the first week of the Summer session.

Transportation Fee

The Transportation fee provides free transportation on RTA fixed routes for Riverside City and Moreno Valley College students. Fees vary according to full-time or part-time status.

**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 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 for out-of-print materials; 2) A processing fee of \$10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is \$20 and the maximum overdue fines for circulating items are \$10).

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 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, 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. Transcript fees are subject to change. Please check the website for updates.

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 who withdraws from a class during the first two weeks of instruction of a full-term 16 week course or before 10% of a short term course has passed. See "My Class Schedule" on WebAdvisor

at 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 his/her financial obligation owed 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. A qualified veteran and/or dependent who reside in California and are attending a California school within 3 years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

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

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. 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 Moreno Valley College play a significant role in students' lives. Painting, drawing, design, and computer animation students have access to exhibition opportunities and showcases of their creative works. Students can earn the Associate in Arts in Studio Arts for Transfer degree (A.A.-T) or focus on Art courses as part of the Area of Emphasis in Fine and Applied Arts.

DANCE

Dance classes at Moreno Valley College provide an array of choices in styles of dance that meet the needs of aspiring dancers. Students can earn an Associate of Arts (A.A.) degree in Fine and Applied Arts that includes some of the Dance classes offered at the college.

MUSIC

The Music program at Moreno Valley College offers the Associate in Arts in Music for Transfer degree (A.A.-T) and a terminal A.A. in Music. Students may also focus on music courses to earn the A.A. degree in Fine and Applied Arts or to satisfy General

Education requirements with music courses. The music program offers several options for choral singers, including participation in the long-standing Gospel Singers, as well as a highly respected Guitar Ensemble program.

ATHLETICS

Physical activity and academic courses are available at Moreno Valley 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 such as:

- **Rentals** - Over 60% (and growing) of our titles are available to rent which means the students will have significant savings off of the new and used book prices. Students can highlight and take notes in the book, but are asked to return the books in the same condition that they would like to buy used books from the MVC campus bookstore. The books are due back when the students have completed their finals. Students will need a valid debit or credit card number on file 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. Download the free etextbooks application for PC and MAC at 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 for the complete return policy.

CAREER AND TRANSFER CENTER (CTC)

The MVC Career and Transfer Center is firmly committed to assisting students in being successful and achieving their academic and career goals. Currently located on the 3rd floor of the Student Services building.

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

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 Services located in the library building, room 230, 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

Learning Disabilities

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

Other Health Impairments

Communicative Disabilities

Temporary Disabilities

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 reference the web pages of DSS at www.mvc.edu/services/dsps or call: (951) 571-6138.

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.

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.

EARLY AND MIDDLE COLLEGE PROGRAMS

Moreno Valley College offers middle and early college programs. The Middle College High School (MCHS) program, made possible through the partnership between Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD), recruits high school sophomores to complete their last two years of high school at MVC by enrolling in both high school and college classes. Only MVUSD and VVUSD sophomores can apply to the program. During the month of January MCHS staff provides presentations in all the sophomore English or World History classes within the comprehensive high schools in MVUSD and VVUSD. Sophomores attending an alternative high school within MVUSD and VVUSD can apply to MCHS, but they need to speak to their high school counselor to arrange a classroom presentation. Sophomores interested in applying to the program must attend the annual MCHS Information Night, with a parent or guardian. Interested students can speak to their high school counselor or call the MCHS office at (951) 571-6409. Additional information about MCHS can be found in their website, <http://www.mvc.edu/depts/mchs.cfm>.

Nuvview Bridge Early College High School (NBECHS), located in Nuevo, is a charter school part of the Nuvview Union School District. Through the partnership between MVC and NBECHS, students enroll in college classes at MVC. As a charter school, NBECHS accepts out of district high school students. Additional information about NBECHS can be obtained by calling (951) 928-8498 or at their website, <http://www.nuvview.k12.ca.us/Domain/434>.

CAREER & TECHNICAL EDUCATION EMPLOYMENT PLACEMENT

The Moreno Valley Employment Placement Program is a program of Career & Technical Education and Student Services departments, which assists students and alumni in their academic, career, personal and social development.

The Employment Placement Program helps students and alumni gain practical experience and prepare for today's competitive job market. The office provides placement assistance for part-time, full-time, summer, internship and volunteer positions. From personalized advisement to group workshops on job readiness skills, the program strives to help students and alumni become more marketable and reach their career goals.

It is recommended that students schedule an appointment to meet with the employment placement coordinator by calling (951) 571-6207. Mock interviews will be scheduled in the large conference room on the 2nd floor of the Humanities Bldg., RM234. Days and times are contingent on staff availability.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Extended Opportunity Programs and Services (EOPS) provides support services for students with academic and financial disadvantages. The services offered are:

- Academic Counseling
- Educational Planning
- Priority Registration
- One-to-One Tutoring
- Book Service
- CSU/UC Application Fee Waivers

To be eligible for the EOPS program, a student must:

- Be a California resident or AB540 Non-Resident/Dream Act Exemption
- Be enrolled as a full-time student (12 units or more)
- Have fewer than 40 degree applicable units
- Qualify to receive a Board of Governors Enrollment Fee Waiver under Method A or B
- Be educationally disadvantaged

Students who believe they qualify for the program should visit the EOPS website: <http://mvc.edu/services/eops/> or call (951) 571-6253.

Cooperative Agencies Resources for Education (CARE)

CARE is a supplemental program for EOPS students who are single head of household parents receiving TANF benefits. The program provides additional assistance to students who are:

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Currently receiving AFDC/TANF assistance, with at least one child under 14 years of age

- At least 18 years old, single head of household
- Have applied for financial aid
- Pursuing a program at MVC which will lead to a certificate, degree or transfer

Students who believe they qualify for the program should visit the CARE website: <http://mvc.edu/services/eops/care.cfm>.

FERPA - DIRECTORY INFORMATION

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received. Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at Moreno Valley or Admissions and Records at Norco College or Riverside City College and request to have directory information withheld.

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 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.

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, 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, 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.

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).

Important updates regarding your financial aid disbursement.

RCCD will be transitioning from the Sallie Mae debit card to a new disbursement method offered under Higher One beginning with Summer 2015

- New options for disbursements will be offered starting Summer 2015 semester and future semesters via Higher One. Your disbursement method options will include:
 - Higher One Debit Card, OR
 - Direct Deposit into your personal account, OR
 - Paper Check
- RCCD and Higher One will send out more information as summer semester approaches. Please make sure to check your RCCD email frequently for these updates.

- **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 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.
- **Board of Governors Fee Waiver (BOGW) Eligibility New Board of Governors Fee Waiver Policy**
Under the new regulations of the Board of Governors’ Student Success Initiative, students will lose eligibility for the Board of Governors Fee Waiver (BOGW) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the BOGW eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the BOG waiver.
- **Federal Pell Grant** (up to \$5775 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 2nd deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1648 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 2nd of every year. For students attending California Community Colleges, there is an additional deadline of September 2nd. To apply for the Cal Grant awards, you need to complete the FAFSA or Dream Act application 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 or Dream Act 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. 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 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 15th. 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

scholarsite.com, and 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.

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 (ATB)**

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.

- **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. To schedule an appointment with a 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 any 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, including the BOGW. 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.

- **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 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.**

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

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

FOOD SERVICES

When school is in session The Lion's Den offers a variety of food and beverage options serving all meal periods. Stop by for a cold beverage, a freshly brewed cup of coffee, cheeseburger and fries, or a freshly-made sandwich or salad in our grab and go cooler.

Lions' Den:

Monday - Thursday	7 am - 8 pm
Friday	7 am - 1 pm
Saturday - Sunday	Closed

Hours are subject to change during the Winter and Summer sessions.

STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

The MVC Health and Psychological Services office is located in PSC #6. The office is open Monday through Thursday 8 am to 4 pm and Fridays 8 am to noon. Please check our website at www.mvc.edu/services/hs for our summer hours, holiday closures or changes to regularly scheduled hours of operation.

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. College accidents should be reported immediately to the Health Services office. Affordable Care Act options for health insurance are available on the health services webpage (www.mvc.edu/services/hs/) under "Important Announcements!" The "Visit the marketplace today!" provides a new way to find health coverage that fits your budget and meets your needs.

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

HONORS PROGRAM

Riverside Community College District 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

Contact: Nick Sinigaglia, Honors Program Coordinator, Phone (951) 571-6173

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 or Designee 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 Dublin, recently voted the “friendliest city in the world”, as well as opportunities for two week tours during the summer session. Previous tours have been offered in the Czech Republic, Hungary, Greece, Turkey, Morocco, and Kenya, Italy and Spain.

For more information contact the International Education/Study Abroad office at (951) 222-8340, Quadrangle 100 at Riverside City College, or email jan.schall@rcc.edu.

INTERNATIONAL STUDENT CENTER

The International Student’s Program administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with Department of Homeland Security (DHS) regulations. The Program also has orientation classes, counseling and community activities for RCCD students coming from other countries. More than 300 students from 50 nations attend RCCD each semester. An International Club provides a broad range of activities on and off campus, including social events and community service. Students may take classes at Riverside City, Moreno Valley and Norco colleges. The Program also contributes to the international dimension of the colleges by presenting resource speakers from the United States and abroad who address current world issues.

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.

Moreno Valley College Library

Monday – Thursday: 8 am - 7 pm

Friday: 8 am - 1 pm

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 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.

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.

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 ASMVC 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.

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

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.

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, performances) is provided by the ASMVC. A master calendar of these events is maintained in the Student Activities Office and on our web page.

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

References: BP 5500

Ed Code Section 66300, 66301, 76033;

Accreditation Standard II.A.7.b

Health and Safety Code Section 11362.79

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

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person (whether or not the threat is in person, defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property

- or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
 7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by policy or procedure of the District.
 8. Committing sexual harassment as defined by law or by District policies and procedures.
 9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, 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 Penal Code, or any other status protected by law.
 10. Engaging in willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
 11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
 12. Engaging in dishonesty
Forms of Dishonesty include, but are not limited to:
 - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
 - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
 - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
 - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
 - f. Buying or selling authorization codes for course access.
 13. Entering or using District facilities without authorization.
 14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any

contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.

18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.

- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
- 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.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

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. Academic Dishonesty

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

1. The faculty member may:
 - a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
 - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
 - c. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

V. 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:
 - the facts leading to, and in support of, the accusation
 - the specific section of the Standards of Student Conduct that the student is accused of violating
 - the nature of the discipline that is being considered
 - 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.

VI. 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.

VII. 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.

VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

IX. Board of Trustees Decision

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

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

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

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

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

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

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

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

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.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

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.

STEM MOBILE INNOVATION CENTER (MOBILE LAB)

The STEM Mobile Innovation Center is designed to create a mobile innovation "learning" center delivering STEM engagement and outreach activities under the direction of Moreno Valley College's STEM Student Success Center (SSSC). Created to advance STEM education by providing hands-on, interactive activities; training and professional development opportunities for students, faculty, and staff; and unique STEM learning and engagement experiences, the STEM Mobile Innovation Center will bring STEM education laboratories with state-of-the-art technologies to MVC and the community. As a result, students will experience a high level of exposure and engagement to STEM education.

Engaging students and the community, MVC will provide access to the STEM Mobile Innovation Center for individual and collaborative groups of learners and is available for reservation through the SSSC. The STEM Mobile Innovation Center through new and improved technologies and unparalleled STEM experiences provides opportunity to foster STEM diversity. For more information call (951) 571-6363 or (951) 571-6364 or visit our website at www.mvc.edu/stem/.

STEM STUDENT SUCCESS CENTER (SSSC)

STEM Student Success Center's Mission is to address the diversity of MVC students, their academic preparation and success in STEM, and their learning through innovative and experiential institutional change initiatives in STEM academic and support services. Through the SSSC, MVC is transitioning to state-of-the-art technology and introducing students to opportunities of exploration and in engagement in STEM courses and programs; virtual labs; gaming and simulation; mobile applications; STEM career and transfer resources; and current STEM research. The creation and integration of technology into MVC's SSSC provides the students project-based, hands-on and interactive STEM activities and multimedia experiences. STEM counselors and student support specialists provide students with comprehensive support services including case management counseling; career and transfer pathways; and academic services. Additionally, a core aspect of the STEM Student Success Center is to utilize the expertise available through partnering universities to improve the quality of STEM transfer pathways and programs. For more information call (951) 571-6363 or (951) 571-6364 or visit our website at <http://www.mvc.edu/stem/>.

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) while learning transferable job skills. Benefits to the student include:

- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability

- Earn money while gaining work experience

Students can apply to work at a variety of jobs on campus pending their eligibility for the Student Employment Program. Students may be eligible for one or all of the programs which include:

1. Federal Work Study (FWS). The U.S. Department of Education awards the school a certain amount of funding each year to allow students to supplement their education costs. Students eligible for Federal Work Study may be awarded up to \$4,000 per fiscal year. To be eligible for FWS students are required to:
 - Complete the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov, School code for Financial Aid: 041735
 - Complete their financial aid file and determined eligible
 - Mark “Moreno Valley” as their home campus
 - Maintain at least 6 units (Fall and Spring) and 3 units (Winter or Summer)
 - Maintain a minimum cumulative 2.0 CGPA
 - Meet the Student Financial Services Satisfactory Academic Progress standard
 - Have a valid Social Security card and picture ID (or equivalent work authorization)

*Students are limited to 16 semesters or 4 years of employment
2. District/Special Grants (non-Federal work study) Employment. Earnings for District positions are paid from a department’s budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:
 - Enroll in at least 6 units (Fall and Spring) and 3 units (Winter or Summer)
 - Maintain a minimum 2.0 CGPA
 - Have a valid Social Security card and picture ID (or equivalent work authorization)
3. CalWORKs’ Work Study. The CalWORKs’ Work Study program connects eligible students to part-time jobs on and off campus. To be eligible to work for CalWORKs’ Study, students are required to:
 - Be enrolled in at least one unit
 - Provide a valid WTW contract to the MVC Workforce
 - Maintain a minimum cumulative 2.0 CGPA
 - Have a valid Social Security card and picture ID (or equivalent work authorization)
 - Get clearance from the CalWORKs/Workforce Preparation department to help determine eligibility.

For more information on CalWORKs, please visit <http://mvc.edu/services/cw/> or call (951) 571-6154.

To apply for a work study program, students can view open “job postings” year round at <http://www.mvc.edu/se> or inquire with a specific department or supervisor they are interested in. Hourly pay rates vary and start at the current federal minimum wage (currently \$8/hour) however, some positions may start at a higher rate of pay.

For more information on Student Employment Programs at Moreno Valley College, visit <http://www.mvc.edu/se> or call (951) 571-6252.

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 MVC students
- You can receive up to two hours per week/per subject
- Students participating in the EOPS./SSS program receive an additional 50-minute session per week.
- In addition we offer one-on-one tutoring for students enrolled in Computer Information Systems Courses. The MVC Computer Lab is located in the Science and Tech Bldg. # 151 Monday - Thursday, 7 am - 9 pm and Friday, 7:30 am - 5 pm. No appointment is necessary.
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to students.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. All tutors must complete Orientation and attend a Master Tutor Training Workshop. They reinforce specific course material emphasized by the instructors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by MVC faculty members.

Subject areas vary by semester and tutor availability, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information systems, 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.

- Appointments are available on a first come, first serve basis (on the hour) with a maximum of two hours per week, depending on availability of tutor or subject.
- Individual and group tutor sessions are available
- Scheduling for tutorial sessions is done one week in advance beginning Thursday at 9 am for the following week.
- Students can make an appointment at the Tutoring Learning Center located in the SAS building room 206 or by phone at (951) 571-6167.
- Tutoring hours are Monday - Thursday, 8 am - 5 pm, Friday, 8 am - 1 pm.

*Online tutoring service is NOW available to all MVC students enrolled in Online and Hybrid courses free of charge through a link to NetTutor located in each Blackboard course. <http://www.mvc.edu/services/ts/nettutor.cfm>

To learn more about NetTutor Online Tutoring Service go to: <http://www.opencampus.com>. Please be prepared by being punctual, and having necessary materials upon meeting with your tutor at the scheduled appointment time.

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 MVC instructors
- Apply in person to receive a hire packet
- 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.

Tutorial Services is always looking for new tutors to add to our staff. All students interested in becoming a tutor and meet the requirements are invited to contact the Tutorial Services department. <http://jobs.rcc.edu> (Click on Student Employment listings).

All Tutors are paid positions, providing an excellent opportunity to earn money while attending classes at MVC. Any questions or concerns please contact Donna Plunk at (951) 571-6276.

For more information please look at our website at <http://www.mvc.edu/services/ts/>.

Center Information

Moreno Valley College

Student Academic Services Building, 2nd Floor

Telephone number: (951) 571-6167

Fax number: (951) 571-6188

UPWARD BOUND MATH AND SCIENCE (UBMS)

The Moreno Valley College (MVC) Upward Bound Math and Science Program (UBMS) is part of the national TRiO programs, which have been in existence since 1964. UBMS is funded by the US Department of Education and sponsored by Moreno Valley College (MVC) in partnership Moreno Valley Unified School District (MVUSD). UBMS is an interactive intensive pre-college experience designed to strengthen the math and science skills of participating high school students from local schools. UBMS helps students recognize and develop their potential to excel in math while encouraging them to pursue postsecondary degrees, and ultimately careers in science, technology, engineering, and math (STEM). UBMS serves a cohort of approximately 60 high students from Moreno Valley of which over two-thirds are from low income, first-generation backgrounds. MVC's UBMS program has been in existence since October 2012 and is the only TRiO program with a STEM focus in Riverside County. UBMS accomplishes its mission by utilizing a multidimensional approach and by providing comprehensive services, including tutoring, mentoring, engaging hands-on STEM activities, field experiences, college/career awareness workshops, academic advising, parent/family workshops, assistance with completing college, financial aid, scholarship, and internship applications, Saturday Academy programs, and a six week summer experience. For more information about UBMS, eligibility requirements, or how to apply, please 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 through the Department of Veteran's Affairs website at 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 and avoid any drops for nonpayment. 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.

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 you will be given a Veteran's Counseling Referral Slip which should be taken to the Counseling Department to set up an appointment with a counselor to complete your VA Student Educational Plan (VA SEP).

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 student education plan 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.

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.

Moreno Valley College adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act). For more information, please see Military and Veteran Students and Family Members (p. 9).

MVC Veteran Resource Center
(951) 571-6247
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 CalWORKs program, funded through the Chancellor's Office of California Community Colleges, is designed to promote self-sufficiency through employment, education and community collaboration meet the challenge of implementing various strategies to aid disadvantaged students or potential students in building strong connections to the workforce.

CalWORKs Program

The CalWORKs program at Moreno Valley College provides academic, personal, career, and financial aid counseling to assist students receiving CalWORKs and those transitioning off CalWORKs to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care coordination, book loan, campus and community resources, and instructional services. Our goal is to increase employability of CalWORKs students through achievement of higher education and work study experiences in order to transition from public assistance to sustained economic self-sufficiency. For more information call (951) 571-6154 or join us on the web at: www.mvc.edu/services/cw/ or on Facebook at: www.facebook.com/calworksmorenovalley.

Services available include:

- Financial aid, academic, personal and career counseling
- Official college student educational plans (SEPs)
- Financial Aid and GAIN approved SEPs
- A Financial Aid advisor is available in our office weekly
- Priority registration
- Book loans
- Computer lab with Internet/printing capability
- Direct referrals to EOPS/CARE
- Work study and job placement
- Career pathway planning and linkages to labor market
- Intensive case management
- Educational and occupational assessments
- Assistance with meeting County GAIN compliance requirements
- Coordination and advocacy on and off campus
- Referrals to campus and community resources

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

- Childcare
- Transportation (purchase of fuel or bus pass)
- Textbooks and materials
- Parking permits
- Payment of student services fees
- 1 uniform if required by academic program

CalWORKs Work Study

Moreno Valley College teams up with Student Employment to assist students who qualify for subsidized job training through the CalWORKs work study program. The CalWORKs work study program is a priority statewide. This year Moreno Valley College was awarded over \$75,000 to fund work study positions. The CalWORKs office must verify eligibility and maintain a current Welfare to Work GAIN contract on file for all students hired under

CalWORKs work study each semester. Eligible students are referred to student employment to complete the hiring process. CalWORKs work study funds pay up to 75% of wages for eligible students who may be subject to additional requirements based on the remaining 25% of funds needed. This program benefits employers as well as eligible students who:

- Provide a current WTW GAIN contract
- Maintain enrollment in 1.0 or more units each semester
- Maintain a minimum cumulative 2.0 GPA
- Maintain eligibility for the CalWORKs program
- Provide proof of cash aid each semester
- Receive CalWORKs (cash aid) through a County Welfare department in California
- Attend monthly career related workshops
- Adhere to the Mutual Responsibility Contract
- It is important to notify the CalWORKs office with all updates from the County.

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

Independent Living Program

MVC's Workforce Preparation Program works in collaboration with Community programs, contracted with the County of Riverside of Public Social Service to provide services to current and former foster youth. Moreno Valley College is committed to serving the foster youth population. The independent living program offers training, advocacy, mentoring and support services to assist current former foster youth in developing pathways to success. Emancipation coaches are available through this community partnership, located at the CalWORKs office. Their primary mission is to assist current and former foster youth transition from full support to independence. Emancipation coaches utilize an individualized approach with training workshops and linkages to community resources. Youth are provided a wide range of services designed to provide them with the tools to be successful in college and with other important life skills. For more information, call (951) 571-6154.

Foster Youth Support Services

The Moreno Valley College Foster Youth Support Services Program (FYSS) provides resources, support, and advising to students that come from the foster care system. MVC FYSS works in collaboration with Riverside City College and the University of California Riverside to provide a network of supportive services to current and former foster youth that seek to meet their goals for post-secondary education. A designated MVC staff member serves as a point of contact to assist students with applying and registering for classes, accessing priority enrollment (if eligible), making appropriate course selections, and connecting to other campus support programs that will help ensure their academic success. Financial assistance, tutoring, field trips, and mentoring opportunities are available. The FYSS program is located in Science and Technology, Room 151A. For more information, please call (951) 571-6110.





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 their 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 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 nine areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

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

I. RESIDENCE REQUIREMENT

In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 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.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.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education, and the additional degree requirements in health education and self-development should they pursue an associate of arts or science degree at one of the District's colleges.

III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of 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 one of the three General Education Plans (see section VI.) Plan A requires a minimum of 22 units in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units). Plan B requires a minimum of 39 units as specified in the California State University General Education (CSUGE) pattern. Plan C requires a minimum of 34 - 37 units as specified in the Intersegmental General Education Transfer Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC). Students who wish to transfer are encouraged to complete an associate degree and to see a counselor before selecting a plan which will best match their goals.

ASSOCIATE OF ARTS

ADMINISTRATION AND INFORMATION SYSTEMS

MAA494/MAA494B/MAA494C

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): 3, 10, **18A

Computer Information Systems (CIS): 1A

Economics (ECO): 7, 7H, 8, 8H

Political Science (POL): 8

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

Accounting (ACC): 1A, 1B, 38

Business Administration (BUS): 10, **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, 8H

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

MAA492/MAA492B/MAA492C

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

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): 23, 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**MAA495/MAA495B/MAA495C**

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

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

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

Chinese (CHI): 1, 2, 11

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 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, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65

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

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

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

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

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

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Library (LIB): 1

Photography (PHO): 12

Portuguese (POR): 1, 2

Reading (REA): 4

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**MAA496/MAA496B/MAA496C**

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

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

Program Learning Outcomes:

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

1. Demonstrate basic knowledge and skills (technique) 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, 200

Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200

Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19

Dance (DAN): 3, 4, 5, 6, 6H, 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, 17A, 17B, 17C, 38, 39, 49

Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 70, 71A, 72

Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 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**MAA497/MAA497B/MAA497C**

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities,*

Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

Program Learning Outcomes:

Upon completion 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:

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

Anthropology (ANT): 7, 8

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

Architecture (ARE): 36

Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12

Chinese (CHI): 1, 2, 11

Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19

Dance (DAN): 6, 6H

English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48

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

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

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

Game Development (GAM): 21

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

History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35

Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35

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

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

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Library (LIB): 1

Music (MUS): 19, 19H, 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

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

Theatre (THE): 3, 29

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, 28A, 28B, 30A, 30B, 34, 35, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200

Dance (DAN): 7, 8, 9, D9, D10, 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, 17A, 17B, 17C, 38

Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 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

MAA498/MAA498B/MAA498C

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, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A74, A75A, A75B, A77, A80, A81, A82, A83, A86, A87, A88, A89A, A89B, A89C, 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

MAA499/MAA499B/MAA499C

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, 1H, 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, 8H, 9, 10
 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

ASSOCIATE OF SCIENCE

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate of 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 79-99 of the catalog.

MATH AND SCIENCE

MAS493/MAA493B/MAA493C

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 hypotheses.

3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

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

INCLUDED DISCIPLINES AND COURSES:

Required Courses (Take one course in each of the 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, 3, 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, 1H
 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, 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 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 [CLEP, AP/

IB Exams, Credit by Exam, other pathways such as Completion Counts, courses from other colleges/universities, placement above Math 35, or Early Assessment Test (EAP for CSU, MCAP)].

- 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-M, 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 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C.

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

Plan A: the RCCD general education pattern which requires completion of a minimum of 22 units.

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

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

PLAN A

RCCD General Education

A. NATURAL SCIENCES (3 UNITS)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1 or 1H, 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 or 1H), early childhood studies 20, 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 5, 6, 6H, 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

PLAN B

Moreno Valley College - California State University General Education Requirements 2015-2016

Grades of 'C' or better must be earned in 30 of these 39 units.

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (min. 9 semester units)

Select one course from each group:

Grades of "C" or better are required.

1. Oral Communication:

COM-1, 1H, 6, 9, 9H

2. Written Communication:

ENG-1A, 1AH

3. Critical Thinking:

COM-3

ENG-1B, 1BH

MAT/PHI-32

PHI-11

REA-4

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (min. 10 units)

Select one course from each group. At least one of the science courses must have a lab---see underlined courses.

1. Physical Science:

AST-1A, 1B

CHE-1A, 1AH, 1B or 1BH, 2A, 2B

GEG-1 or 1H, 1/1L or 1H/1L

PHS-1

PHY-4A, 4B, 4C, 4D, 10, 10/11

2. Life Science:

AMY-2A, 2B, 10

ANT-1 or 1H

BIO-1, 1H, 11, 11H, 12, 17, 34

MIC-1

PSY-2

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.

4. Mathematics/Quantitative Reasoning (grade of 'C' or better is required):

MAT-1A, 1B, 1C, 2, 3, 10, 11, 12 or 12H, 36

C. ARTS AND HUMANITIES (min. 9 units)

Select 3 courses, at least one course from each area:

1. Arts:

ART-1, 2, 5, 6 or 6H, 12

DAN-6

FST-1, 3, 4, 5

MUS-4, 19, 20, 21, 22, 23, 25, 26

THE-3

2. Humanities:

AML-1, 2

ENG-1B or 1BH, 6, 7, 8, 9, 11, 14, 15, 16, 20, 23, 25, 30, 35, 40, 41, 48

FST-5

HIS-1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15, 21, 22, 31, 34, 35

HUM-4 or 4H, 5 or 5H, 8, 10 or 10H, 23, 35

MAT-32

PHI-10 or 10H, 12, 15, 32, 35

SPA-1 or 1H, 2, 2H, 3, 3N, 4, 8, 11, 12

D. SOCIAL SCIENCES (min. 9 units)

Select three courses from at least two disciplines:

1. ADJ-1, 3,

2. ANT-2, 3, 4, 5, 6, 7, 8

3. COM-9, 9H, 12, 13

4. EAR-20, 42

5. ECO-4, 5, 6, 7 or 7H, 8 or 8H

6. GEG-2, 3

7. HIS-1*, 2*, 4*, 5*, 6* or 6H*, 7* or 7H*, 8, 9, 11, 12, 14, 15, 21, 22, 26, 31*, 34*, 35

8. JOU-7

9. POL-1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 8, 11

10. PSY-1, 8, 9, 33, 35

11. SOC-1, 2, 3, 10, 12, 20

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

E. LIFELONG LEARNING AND SELF DEVELOPMENT (min. 3 units)

Select one course from:

BIO-30

EAR-20, 42

GUI-47, 48

HES-1

KIN-4, 10, 35, 36, 38

PSY-9, 33

SOC-12

Activity courses - only 1 unit of activity coursework may be applied towards area E. Students may complete GUI-48 combined with 1 unit from the approved activity courses listed below in order to fulfill the 3 units required in area E:

DAN-D19, D20, D21, D31, D32, D37, D43, D46

KIN-A11, A40, A46, A64, A75A, A81, A86, A89A

Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.

PLAN C

Moreno Valley College - Intersegmental General Education Transfer Curriculum (IGETC) 2015-2016

A min. "C" grade or better (A grade of "C-" is not acceptable.)

1. ENGLISH COMMUNICATION (3 courses; 6-9 units)

CSU - 3 courses required; one from each group

UC - 2 courses required; one from group A and one from group B

a. English Composition:

ENG-1A or 1A

b. Critical Thinking--English Composition:

ENG-1B (must be taken Fall '93 or later) or 1BH

c. Oral Communication:

COM-1 or 1H, 2, 6, 9 or 9H (CSU requirement only)

2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course; 3 units)

Select one course:

MAT-1A, 1B, 1C, 2, 3, 10, 11, 12 or 12H

3. ARTS AND HUMANITIES (3 courses; 9 units)

3 courses required with at least one course from the Arts and one from the Humanities.

a. Arts:

ART-1, 2, 6 or 6H

DAN-6

FST-1, 3, 4, 5

MUS-3, 4, 5, 19, 20, 21, 22, 25, 26

THE-3

b. Humanities:

COM-12
 ENG-6, 7, 8, 9, 14, 15, 20, 23, 25, 35, 40, 41
 HIS-1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15,
 21, 22, 26, 31, 34, 35
 HUM-4 or 4H, 5 or 5H, 8, 10 or 10H, 23, 35
 PHI-10 or 10H, 12, 35
 SPA-2 or 2H, 3, 3N, 4, 8, 11, 12

**4. SOCIAL AND BEHAVIORAL SCIENCES
 (3 courses: 9 units)**

Choose from at least two academic disciplines.

ANT-1 or 1H, 2, 4, 7, 8
 COM-12, 13
 EAR-20
 ECO-4, 5, 6, 7 or 7H, 8 or 8H
 GEG-2, 3
 HIS-1, 2, 4, 5, 6 or 6H, 7 or 7H, 8, 9, 11, 12, 14, 15, 21,
 22, 26, 31, 34, 35
 POL-1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 6, 11
 PSY-1, 2, 8, 9, 33, 35
 SOC-1, 2, 10, 12, 20

**5. PHYSICAL AND BIOLOGICAL SCIENCES
 (At least 2 courses: 7 units)**

Choose at least one Physical Science and one Biological Science course. One of the courses must include a lab---see underlined courses.

- a. Physical Science:
 AST-1A, 1B
 CHE-1A or 1AH, 1B or 1BH, 2A**, 2B**
 GEG-1 or 1H, 1L
 PHS-1
 PHY-4A**, 4B**, 4C**, 4D**, 10**, 11
- b. Biological Science:
 AMY-2A, 2B, 10
 ANT-1*
 BIO-1 or 1H, 11 or 11H, 12, 17, 34
 MIC-1
 PSY-2
- c. Laboratory: Complete one underlined course

6. LANGUAGE OTHER THAN ENGLISH (one course - UC requirement only)

- a. AML-1, 2; SPA-1 or 1H, 2, 3, 3N, 4 OR
 b. Proficiency equivalent to two years of high school in the same language

*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.

** UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.

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
 KIN-42 Lifeguard/Title 22 First Aid/Water Safety Instructor
 KIN-47 Hiking and Backpacking
 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 Foundation 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 2015, Fall 2015, Winter 2016, Spring 2016.

Fall – First day of Fall term through October 15 to apply for Fall 2015, Winter 2016, Spring 2016.

Winter – First day of Winter term through February 1 to apply for Winter 2016, Spring 2016.

Spring – First day of Spring term through April 1 to apply for Spring 2016.

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 1st.

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 2015 through Spring 2016. 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 units of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F" or "FW", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: "I", "W", "NP", "P", "IP", "RD", 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. Students should consult with a counselor before changing the grading option on a course. Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

Final Examinations - Final Grades

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on WebAdvisor 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 63 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.

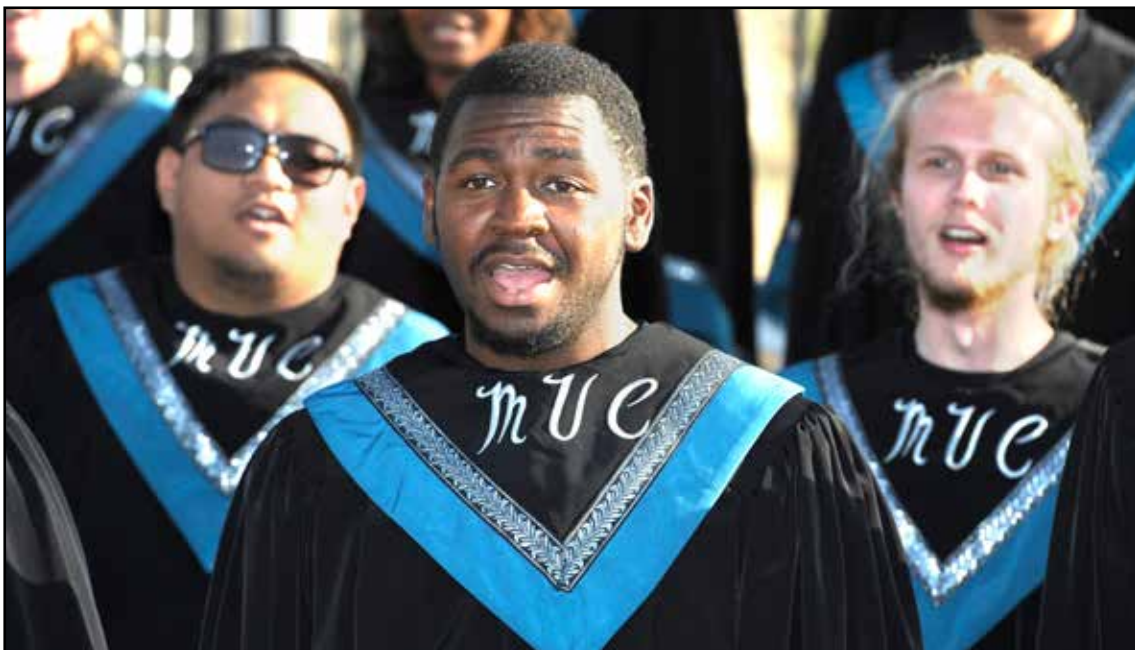
The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time.

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

Listed below is a chart indicating which RCCD GE, CSU GE, and IGETC areas Advanced Placement (AP) exam credit may be applied to. Please consult a counselor in order to determine how many units for each AP exam may be applied towards the indicated general education area.

AP Exam	RCCD 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 and Composition	Language and Rationality	1A	A2
English Literature and Composition	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 and Culture	Humanities	3B and 6A	C2
French Literature	None	3B and 6A	C2
German Language and Culture	Humanities	3B and 6A	C2
Comparative Government & Politics	Social/Behavioral Sciences	4H	D8
U.S. Government and Politics	Social/Behavioral Sciences	4H + 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	Social/Behavioral Sciences	4I	D9
Spanish Language and Culture	Humanities	3B and 6A	C2
Spanish Literature and Culture	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 and Composition	English 1A	4
English Literature and Composition	English 1A and 1B	4 + 4
Environmental Science	Biology 36	3
European History	History 5	3
French Language and Culture	French 1-2	5 + 5
French Literature and Culture	None	0
German Language and Culture	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	Psychology 1	3
Spanish Language and Culture	Spanish 1 and 2	5 + 5
Spanish Literature and Culture	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.** 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.



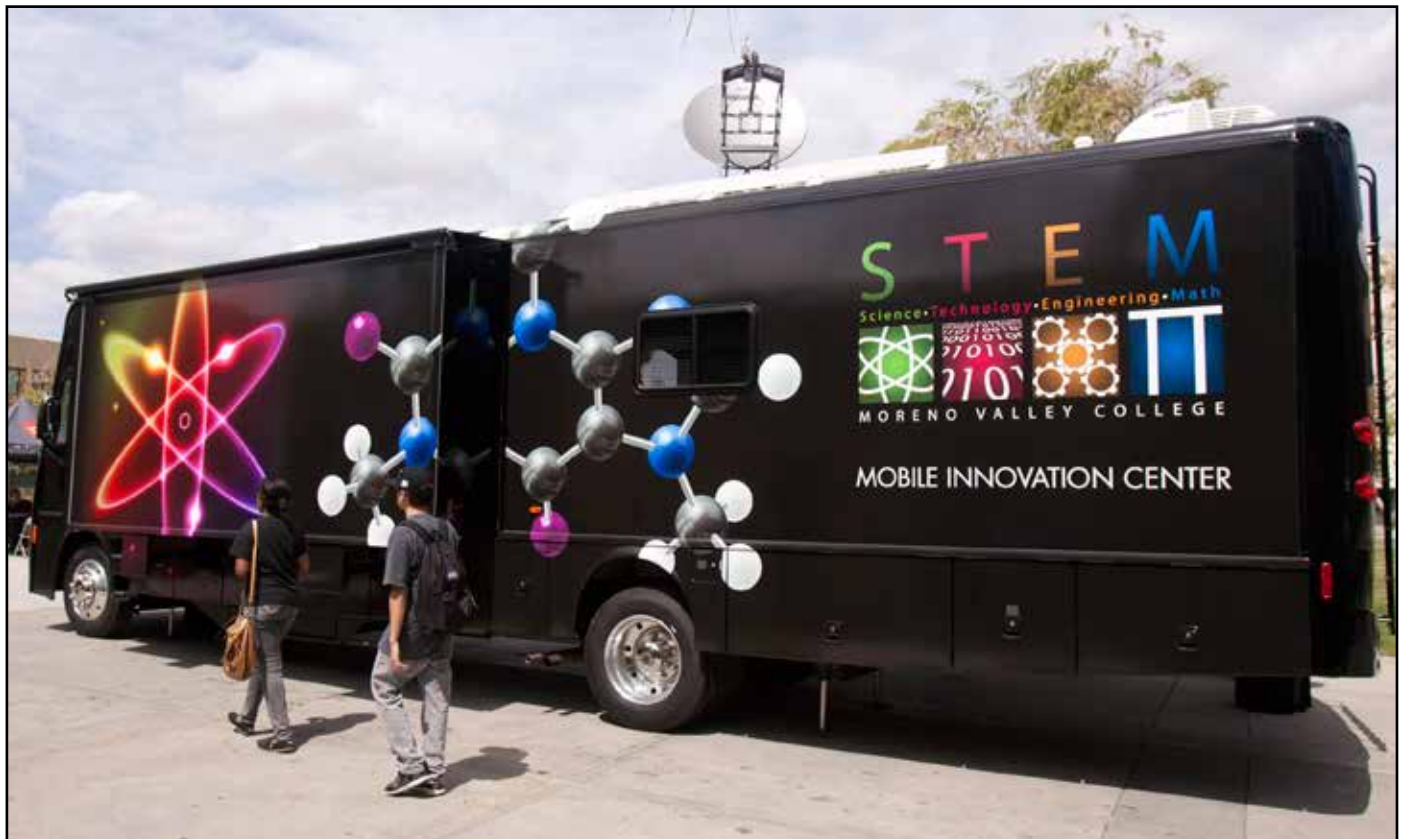
CLEP EXAM	GE RCCD	Credit (Units) Granted	Minimum CLEP SCORE	Semester Credits Toward CSU-GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
American Government	Political Science 1	3	50	3	D8
American Literature	English Literature Elective	3	50	3	C2
Biology	Biology 10 (no lab)	3	50	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



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

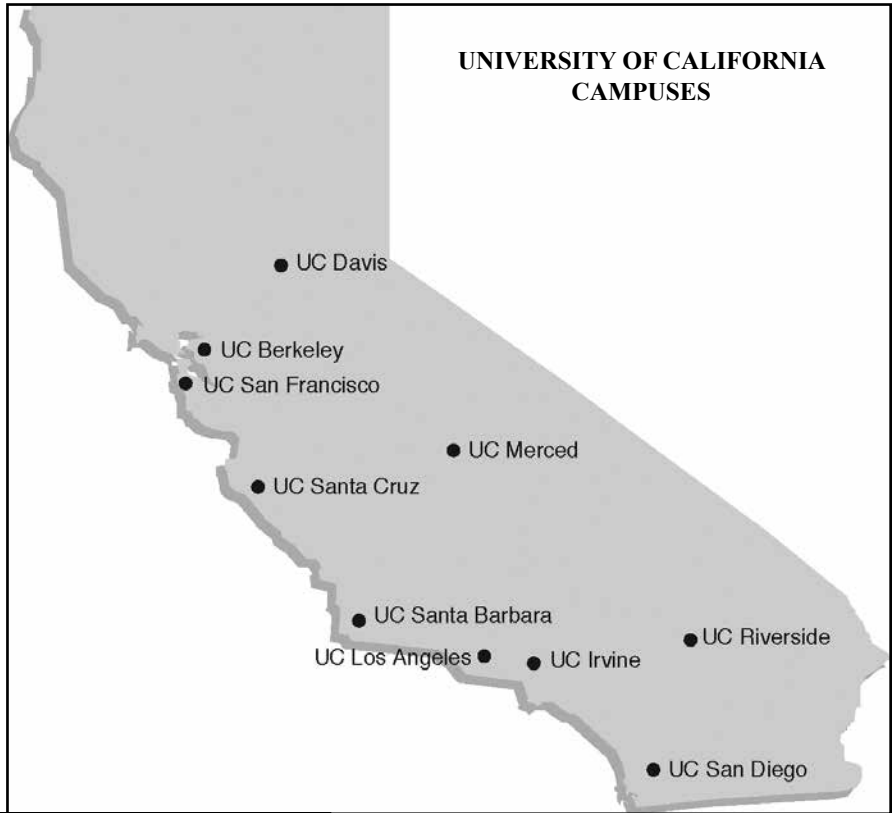
**REQUIREMENTS FOR
COLLEGE TRANSFER**

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)

UC Website: www.ucop.edu/pathways

- 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 CAMPUSES



California State University (CSU)

CSU Website: www.csumentor.edu

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Domingues 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
- Humbolt 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. 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 or 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 2015 must follow the 2015-2016 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). 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 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 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.edu.



Associate Degree
for Transfer™

ASSOCIATE DEGREES FOR TRANSFER (ADT)

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

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of 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.

ANTHROPOLOGY

(CSUGE) MAA616
(IGETC) MAA618

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

Program Learning Outcomes

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research

- current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

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

List A: Choose 3-4 units from the following:		Units
ANT-3*	Prehistoric Cultures	3
MAT-12/12H*	Statistics/Honors	4

List B: Choose 3-4 units from the following:		Units
GEG-1*	Physical Geography	3
PSY-50	Research Methods in Psychology	4

List C: Choose a minimum of 3 units from the following:		Units
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (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.)

BUSINESS ADMINISTRATION (CSUGE) MAS626 (IGETC) MAS628

This degree is designed to facilitate the student's passage from Moreno Valley College to the California State University System with an Associate in Science in Business Administration for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the bachelor's degree in Business Administration at CSU. With this degree the student will be prepared for transfer to the university upper division level.

Program Learning Outcomes

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.

- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses (25 units)		Units
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
CIS-1A	Introduction to Computer Information Systems	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
MAT-12*/12H*	Statistics/Honors	4

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

Associate in Science for Transfer Degree

The Associate in Science in Business Administration for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSUGE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (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.)

COMMUNICATION STUDIES (CSUGE) MAA587 (IGETC) MAA588

The Associate in Arts in Communication Studies for Transfer degree provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Program Learning Outcomes

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

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units)		Units
COM-1*/1H*	Public Speaking/Honors	3
COM-9*/9H*	Interpersonal Communication/Honors	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 applied 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 applied in group A or B above		
COM-13*	Gender and Communication	3
ANT-2*	Cultural Anthropology	3
JOU-7*	Mass Communications	3
PSY-1*	General Psychology	3
SOC-1*	Introduction to Sociology	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements 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.)

COMPUTER SCIENCE (IGETC) MAS650

The Associate in Science in Computer Science for Transfer degree provides a solid preparation for transfer majors in computer science including an emphasis on object oriented programming logic in C++, computer architecture, calculus and calculus based physics. The intent of this degree is to assist students in seamlessly transferring to a CSU. With this degree the student will be prepared for transfer to the university upper division level in preparation for the eventual conferral of the Bachelor’s Degree in Computer Science. The degree aligns with the approved Transfer Model Curriculum (TMC) in Computer Science.

Program Learning Outcomes

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

- Write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- Write and execute programs in assembly language illustrating typical mathematical and business applications.
- Demonstrate different traversal methods of trees and graphs.

Required Courses (29 units)		Units
CIS-5	Programming Concepts and Methodology I: C++	4
CIS-7	Discrete Structures	3
CIS-11	Computer Architecture and Organization: Assembly	3
CIS-17A	Programming Concepts and Methodology II: C++	3
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4

PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4

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

Associate in Science for Transfer Degree

The Associate in Science in Computer Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) 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 (CSUGE) MAS529 (IGETC) MAS530

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

Program Learning Outcomes

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

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (25 units)		Units
EAR-19	Observation and Assessment In Early Childhood Education	3
EAR-20*	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4

EAR-42* Child, Family, and Community 3

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

Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements 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.)

ENGLISH (CSUGE) MAA648 (IGETC) MAA649

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any baccalaureate institution, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning the Associate in Arts in English for Transfer degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

Program Learning Outcomes

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

- Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
- Write essays of literary analysis effectively supported by integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

Required Courses (19 units)	Units
ENG-1B*/1BH* Critical Thinking and Writing/Honors	4
List A Choose from the list below	6
List B Choose from the list below	6
List C Choose from the list below	3

List A Choose two courses from the following (6 units):	Units
ENG-6* British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7* British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14* American Literature I: Pre-Contact through Civil War	3
ENG-15* American Literature II: 1860 to the Present	3

ENG-40* World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41* World Literature II: Seventeenth Century Through the Present	3

List B Choose two courses from the following (6 units)	Units
Any course from List A not already used	
ENG-11* Creative Writing	3
ENG-16* Introduction to Linguistics	3

List C Choose one course from the following (3 units)	Units
Any course from List A and List B not already used	
COM-7 Oral Interpretation of Literature	3
ENG-9* Introduction to Shakespeare	3
ENG-10 Special Studies in Literature	3
ENG-20* Survey of African American Literature	3
ENG/HUM-23* The Bible as Literature	3
ENG-25* Latino Literature of the United States	3
ENG-30* Children’s Literature	3
ENG-35* Images of Women in Literature	3
JOU-1 Introduction to Journalism	3
JOU-20A Newspaper: Beginning	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above 19 units of 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 the Associate in Arts in English for Transfer degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

HISTORY (CSUGE) MAA744 (IGETC) MAA745

The Associate in Arts in History for Transfer degree is a curricular pattern designed specifically to transfer students as history majors with junior status to the CSU system. Though the Associate in Arts in History for Transfer also provides broad general preparation for history majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in History for Transfer degree will acquire a broad perspective on the human experience and appreciate how the past has shaped the present. They will learn about major events and people of the past, especially their social, cultural and political effects. In addition, students will learn how to interpret, debate, and draw conclusions using primary historical sources.

Program Learning Outcomes

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

- Describe, explain, and evaluate historical information and demonstrate an understanding of the nature of historical processes.

- Identify and analyze the sources of historical information and research methodologies.
- Objectively explain critical issues in history and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately.
- Employ a variety of current historical methodologies in the research, analysis and evaluation of data.
- Comprehend and demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

Required Courses (18 units)		Units
HIS-6*/6H*	Political and Social History of the United States/Honors	3
HIS-7*/7H*	Political and Social History of the United States/Honors	3
List A Choose two courses from the following:		
HIS-1*	History of World Civilizations I	3
or		
HIS-4*	History of Western Civilization I	3
HIS-2*	History of World Civilizations II	3
or		
HIS-5*	History of Western Civilization II	3
List B Choose one course from each group:		
<u>Group 1</u>		
HIS-1*	History of World Civilizations I (If not used in List A)	3
HIS-2*	History of World Civilizations II (If not used in List A)	3
HIS-14*	African American History I	3
HIS-15*	African American History II	3
HIS-34*	History of Women in America	3
<u>Group 2</u>		
ANT-1*	Physical Anthropology	3
ANT-2*	Cultural Anthropology	3
ART-1*	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-2*	History of Western Art: Renaissance through Contemporary	3
HIS-11*	Military History of the United States to 1900	3
HIS-12*	Military History of the United States Since 1900	3
HIS-26*	History of California	3
HUM-4*/4H*	Arts and Ideas: Ancient World Through the Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-4*/4H*	Introduction to World Politics/Honors	3
PSY-1*	General Psychology	3
SOC-1*	Introduction to Sociology/Honors	3
SOC-2*	American Social Programs	3
SOC-10*	Race and Ethnic Relations	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in History for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements 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.)

MATHEMATICS

(CSUGE) MAS719 (IGETC) MAS720

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

Program Learning Outcomes

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

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses (19-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Choose 2 courses from the following with at least 1 course from Group A		7-8

Group A		Units
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Group B		Units
PHY-4A*	Mechanics	4
CIS-5	Fundamentals of Programming Logic using C++	4

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

Associate in Science for Transfer Degree

The Associate in Science in Mathematics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) 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.)

MUSIC**(CSUGE) MAA704
(IGETC) MAA705**

The Associate in Arts in Music for Transfer Degree is designed to satisfy the lower division requirements for the Baccalaureate in Arts in Music within the California State University system. This degree represents the attainment of a high level of proficiency in music theory, analysis, composition, and ear training/musicianship skills, and provides experiences in ensemble participation and solo performance. Students should also explore music history, music technology, and keyboard skills as part of their preparation. Music training develops critical thinking and teamwork skills that would be valuable in any profession. Careers for music graduates typically include performing, teaching, conducting, music production (recording), arranging, and composing, or a combination of these.

Program Learning Outcomes

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

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to “audiate” a musical score by sight reading and performing complex rhythms and by sightsinging chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20th century techniques.
- Write, analyze, and compose music using 20th century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

Required Courses (24 units)**Theory (16 units):**

Course	Description	Units
MUS-3*	Fundamentals of Music	4
MUS-4*	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

Applied Music: 1 unit per semester for a total of 4 units from the following:

MUS-87	Applied Music Training (1 unit/4 semester)	4
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Ensemble: 1 unit per semester for a total of 4 units from among the following:

MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-83	Advanced Chamber Choir	1
MUS-P70	Guitar Lab Ensemble II	1

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

Notes: Students who wish to complete an Associate in Arts in Music for Transfer degree should be encouraged to study the courses below as additional preparation for upper-division music study:

- (1) Music Appreciation/History/Literature:—counts in CSU GE Area C1 (one or two classes allowed/recommended)
 - MUS 19, Music Appreciation, 3 units
 - MUS 20, Great Composers and Masterpieces of Music Before 1820, 3 units
 - MUS 21, Great Composers and Masterpieces of Music After 1820, 3 units
 - MUS 22, Survey of Music Literature, 3 units
- (2) Colleges must require keyboard proficiency by exam.

Keyboard Proficiency: 1-4 units (required placement exam to exit the College and evaluation upon entry at the transfer institution). For students with no previous keyboard experience: “MUS 32 family”

 - MUS 32 A, Class Piano I, 1 unit
 - MUS 32 B, Class Piano II, 1 unit
 - MUS 32 C, Class Piano III, 1 unit
 - MUS 32 D, Class Piano IV, 1 unit
 - MUS 53 Keyboard Proficiency, 1 unit

Associate in Arts for Transfer Degree

The Associate in Arts in Music for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better. (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.)

PHILOSOPHY**(CSUGE) MAA715
(IGETC) MAA717**

The Associate in Arts in Philosophy for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

Program Learning Outcomes

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems

- Express philosophical ideas and defend them in argument, both in writing and orally

Required Courses (18 units)		Units
PHI/MAT-32*	Introduction to Symbolic Logic	3
PHI-10*/10H*	Introduction to Philosophy/Honors	3
PHI-12*	Introduction to Ethics:	3
	Contemporary Moral Issues	
PHI/HUM-35*	Philosophy of Religion	3
List A	Take one course from the list below	3
List B	Take one course from the list below	3

List A Take 3 units from the following:

PHI-11*	Critical Thinking	3
HIS-4*	History of Western Civilization I	3
HIS-5*	History of Western Civilization II	3

List B Take 3 units from the following:

Any course from List A that has not been used or		
PHI-15*	Bio-Medical Ethics	3
HIS-1*	History of World Civilizations I	3
HIS-2*	History of World Civilizations II	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/ Honors	3
HUM-5*/5H*	Arts and Ideas: The Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors World Religions	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Philosophy for Transfer degree will be awarded upon completion of 60 semester or 90 quarter CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (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)

POLITICAL SCIENCE (CSUGE) MAA754 (IGETC) MAA755

The Associate in Arts in Political Science for Transfer degree is a curricular pattern designed specifically to transfer students as political science majors with junior status to the CSU system. Though the Associate in Arts in Political Science for Transfer also provides broad general preparation for political science majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Political Science for Transfer will be provided with a deep appreciation of the social, economic and cultural dimensions of politics and encouraged to approach all political designs and ideas critically.

Program Learning Outcomes

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

- Describe, explain, and evaluate American political institutions, political systems, policies and processes;
- Identify and analyze the major current global and domestic political theories and ideologies;
- Objectively explain critical issues in American, Comparative and World politics and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately;
- Employ a variety of current social scientific methodologies in the research, analysis and evaluation of data;
- Demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

Required Courses (18-19 units)		Units
POL-1*/1H*	American Politics/Honors	3
LIST A	Choose from the list below	9-10
LIST B	Choose from the list below	6

LIST A Choose three courses from the following (9-10 units)

POL-2*/2H*	Comparative Politics/Honors	3
POL-3*	Introduction to Politics	3
POL-4*/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
MAT-12*/12H*	Statistics/Honors	4

LIST B Choose two courses from the following (6 units)

Any course from List A not already used		
POL-5*	The Law and Politics	3
POL-8*	Introduction to Public Administration and Policy Development	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
HIS-7*/7H*	Political and Social History of the US/Honors	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Political Science for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (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.)

PSYCHOLOGY (CSUGE) MAA566 (IGETC) MAA568

The Associate in Arts in Psychology for Transfer degree is designed to prepare students who wish to transfer for the purposes of pursuing studies in psychology. Specifically, this degree allows students to complete various lower division courses in preparation for obtaining a baccalaureate degree in psychology at a California State University.

Program Learning Outcomes:

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

- Apply the basic tenets of psychology to the study of more in depth topics in upper division courses
- Distinguish between the main theoretical perspectives in psychology
- Analyze the primary subfields of psychology and gauge their contributions to the understanding of behavior, cognition, and emotion

Required Courses (20 units)		Units
PSY-1*	General Psychology	3
PSY-2*	Biological Psychology	3
PSY-9*	Developmental Psychology	3
PSY-50*	Research Methods in Psychology	4
MAT-12*/12H*	Statistics/Honors	4
Electives	List A	3

LIST A (3 units)		Units
PSY-8*	Introduction to Social Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of 60 semester or 90 quarter CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis. (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 (CSUGE) MAA695 (IGETC) MAA696

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Program Learning Outcomes

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that

form the basis of Sociological study.

- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

Required Courses (18-19 units)		Units
SOC-1*	Introduction to Sociology	3
Electives from Group A		6-7
Electives from Group B		6
Electives from Group C		3

Electives Group A (6-7 units)		Units
MAT-12*/12H*	Statistics/Honors	4
SOC-2*	American Social Problems	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

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

Associate in Arts for Transfer Degree

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements 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.)

SPANISH (CSUGE) MAA707 (IGETC) MAA708

The Associate of Arts in Spanish for Transfer provides transfer majors with a strong foundation not only in the four basic language skills (listening comprehension, reading comprehension, speaking and writing), but also in the civilization and cultures of Spain and Latin America. The degree emphasizes the acquisition of communicative competence and the development of intercultural awareness, appreciation and understanding. Additionally, the Spanish courses align well with preparation for transfer majors in related fields such as liberal arts, language arts and linguistics, and complement majors in international relations, political science, business, education, sociology and other areas of study at UC, CSU, and private colleges and universities.

Program Learning Outcomes

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

Required Courses (23 units)		Units
SPA-1*/1H*	Spanish 1/Honors Spanish 1	5
SPA-2*/2H*	Spanish 2/Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3

List A: Select a minimum of one course (3 units)		Units
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in a major area of emphasis, as determined by the community college district, 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.)

Note: If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages.

ANT-2	Introduction to Cultural Anthropology	CSU Area D
ANT-8	Introduction to Language and Culture	CSU Area D
COM-12	Intercultural Communication	CSU Area D
ENG-25	Latino Literature of the United States	CSU Area C2

GEG-2	Introduction to Human Geography	CSU Area D
HIS-8	History of the Americas	CSU Area C2 or D
HIS-9	History of the Americas	CSU Area C2 or D
HIS-31	Chicano/a or U.S. Latino History	CSU Area C2 or D
SOC-1	Introduction to Sociology	CSU Area D
SOC-10	Introduction to Race & Ethnicity	CSU Area D

STUDIO ARTS**(CSUGE) MAA693
(IGETC) MAA694**

The Associate in Arts in Studio Arts for Transfer Degree is designed to facilitate the student's passage from Moreno Valley College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. It will also provide the student with a sufficient preparation for continued study and practice in studio arts.

Program Learning Outcomes

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

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

Required Courses (24 units)		Units
ART-2*	History of Western Art: Renaissance through Contemporary	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	9

List A: Choose 3 units from the following:		Units
ART-1*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-12	Asian Art History	3
ART-5	Non Western Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units:

Curricular Area		Units	
<u>Drawing</u>	ART-40A	Figure Drawing	3
	ART-18	Intermediate Drawing	3
<u>Painting</u>	ART-26	Beginning Painting	3
<u>Digital Art</u>	ART-36A	Computer Art-Introduction	3
<u>Color</u>	ART-23	Design and Color	3

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

Associate in Arts for Transfer Degree

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above 24 units of 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 2015-2016

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-2: Written Communication:

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

A-3: Critical Thinking:

COM-3 Argumentation and Debate (Formerly SPE-3A) MAT-32 Introduction to Symbolic Logic (Same as PHI-32)
ENG-1B or 1BH Critical Thinking and Writing PHI-11 Critical Thinking
REA-4 Critical Reading as 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 the Solar System	GEG-1 or 1H Physical Geography	PHY-10 Intro General Physics
AST-1B Introduction to the Stars & Galaxies	GEG-1L Physical Geography Lab (GEG-1L has a Corequisite of GEG-1 or 1H)	<u>PHY-11</u> Physics Lab (PHY-11 has a Corequisite of PHY-10)
<u>CHE-1A</u> General Chemistry I	PHS-1 Introduction to Physical Science	
<u>CHE-1AH</u> Honors General Chemistry I	<u>PHY-4A</u> Mechanics	
<u>CHE-1B</u> General Chemistry II	<u>PHY-4B</u> Electricity and Magnetism	
<u>CHE-1BH</u> Honors General Chemistry II	<u>PHY-4C</u> Heat, Light and Waves	
<u>CHE-2A</u> Introductory Chemistry I	<u>PHY-4D</u> Modern Physics	
<u>CHE-2B</u> Introductory Chemistry II		

B-2: Life Science:

<u>AMY-2A</u> Anatomy and Physiology I	ANT-1 or 1H Physical Anthropology	<u>BIO-17</u> Human Biology
<u>AMY-2B</u> Anatomy and Physiology II	<u>BIO-1</u> or <u>1H</u> General Biology	BIO-34 Human Genetics
AMY-10 Survey of Human Anatomy and Physiology	<u>BIO-11</u> or <u>11H</u> Intro. to Molecular and Cell	<u>MIC-1</u> Microbiology
	<u>BIO-12</u> Intro. to Organismal and Population	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-3 Linear Algebra	MAT-12 Statistics or
MAT-1B Calculus II	MAT-10 Pre-Calculus	MAT-12H Honors Statistics
MAT-1C Calculus III	MAT-11 College Algebra	MAT-36 Trigonometry
MAT-2 Differential Equations		

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	FST-1 Introduction to Film Studies	MUS-20 Great Composers & Music Master
ART-2 History of Western Art: Renass	FST-3 Introduction to International Cinema	MUS-21 Great Composers & Music Master
ART-5 History of Non Western Art	FST-4 Introduction to Film Genres	MUS-22 Survey of Music Literature
ART-6 or 6H Art Appreciation	FST-5 Fiction and Film: Adaptation	MUS-23-History of Rock and Roll
ART-12 Asian Art History	MUS-3 Fundamentals of Music	MUS-25 Jazz Appreciation
DAN-6 Dance Appreciation	MUS-4 Music Theory I	MUS-26 Film Music Appreciation
	MUS-19 Music Appreciation	THE-3 Introduction to the Theater

C-2: Humanities:

AML-1 American Sign Language 1	ENG-11 Creative Writing	ENG-40 World Lit I: Ancient Lit through 1650
AML-2 American Sign Language 2	ENG-14 American Literature I: Pre-	ENG-41 World Lit II: 1650 C.E. through the
ENG-1B Critical Thinking and Writing	ENG-15 American Literature II: 1860 to Pres	ENG-48 Short Story and Novel 20 th Century
ENG-1BH Honors Critical Thinking	ENG-16 Introduction to Linguistics	FST-5 Fiction and Film: Adaptation
ENG-6 British Lit I: AS to 18 th Century	ENG-20 African American Literature	HIS-1 History of World Civilizations I
ENG-7 British Lit II: Romanticism	ENG-23 The Bible as Literature	HIS-2 History of World Civilization II
ENG-8 Introduction to Mythology	ENG-25 Latino Literature of the U.S	HIS-4 History of the Western Civilization I
ENG-9 Introduction to Shakespeare	ENG-30 Children's Literature	HIS-5 History of the Western Civilization II
	ENG-35 Images of Women in Literature	HIS-6 or 6H US History

C-2: Humanities Continued:

HIS-7 or 7H US History	HUM-4 Arts and Ideas: Ancient World	PHI-15 Bio-Medical Ethics
HIS-8 History of the Americas	HUM-4H Honors Arts and Ideas:	PHI-32 Introduction to Symbolic Logi
HIS-9 History of the Americas	HUM-5 Arts and Ideas:	PHI-35 Philosophy of Religion
HIS-11 Military History of the US	HUM-5H Honors Arts and Ideas:	SPA-1 Spanish 1
HIS-12 Military History of the US since	HUM-8 Introduction to Mythology	SPA-1H Honors Spanish 1
HIS-14 African American History I	HUM-10 World Religions or	SPA-2 Spanish 2
HIS-15 African American History II	HUM-10H Honors World Religions	SPA-2H Honors Spanish 2
HIS-21 History of Ancient Greece	HUM-23 The Bible as Literature	SPA-3 Spanish 3
HIS-22 History of Ancient Rome	HUM-35 Philosophy of Religion	SPA-3N Spanish for Spanish Speakers
HIS-26 History of California	MAT-32 Introduction to Symbolic Logic	SPA-4 Spanish 4
HIS-31 Introduction to Chicano Studies*	PHI-10/10H Introduction to Philosophy	SPA-8 Intermediate Conversation
HIS-34 History of Women in America*	PHI-12 Introduction to Ethics	SPA-11 Spanish Culture and Civil
HIS-35 History of England		SPA-12 Latin American Culture

D. Social Sciences (min. 9 semester units) – Select three courses from at least two discipline

ADJ-1 Intro to Administration of Justice	HIS-4 History of Western Civilizations I*	POL-3 Intro to Politics
ADJ-3 Concepts of Criminal Law	HIS-5 History of Western Civilizations II	POL-4 or 4H Intro to World Politics
ANT-2 Cultural Anthropology	HIS-6 Political and Social History of the US*	POL-5 The Law and Politics
ANT-3 Prehistoric Cultures	HIS-6H Honors Political and Social History US	POL-6 Introduction to Political Economy
ANT-4 Native American Cultures	HIS-7 Political and Social History of the U.S.*	POL-8 Administration and Policy Dev
ANT-5 Cultures of Ancient Mexico	HIS-7H Honors Political and Social History US *	POL-11 Political Theory
ANT-6 Introduction to Archaeology	HIS-8 History of the Americas	PSY-1 General Psychology
ANT-7 Anthropology of Religion	HIS-9 History of the Americas	PSY-8 Introduction to Social Psychology
ANT-8 Language and Culture	HIS-11 Military History of the US to 1900	PSY-9 Developmental Psychology
COM-9 Interpersonal Communication or	HIS-12 Military History of the US since	PSY-33 Theories of Personality
COM-9H Honors Interpersonal Comm.	HIS-14 African American History I	PSY-35 Abnormal Psychology
COM-12 Intercultural Communication	HIS-15 African American History II	SOC-1 Introduction to Sociology
COM-13 Gender Communication	HIS-21 History of Ancient Greece	SOC-2 American Social Problems
EAR-20 Child Growth and Development	HIS-22 History of Ancient Rome	SOC-10 Race and Ethnic Relations
EAR-42 Child, Family, and Community	HIS-26 History of California	SOC-12 Marriage and Family Relations
ECO-4 Introduction to Economics	HIS-31 Intro to Chicano/a Studies*	SOC-20 Introduction to Criminology
ECO-5 Economics of the Environment	HIS-34 History of Women in America*	
ECO-6 Introduction to Political Economy	HIS-35 History of England	
ECO-7 or 7H Principles of Macro	JOU-7 Mass Communications	
ECO-8 or 8H Principles of Micro	POL-1 American Politics	
GEG-2 Human Geography	POL-1H Honors American Politics	
GEG-3 World Regional Geography	POL-2 or 2H Comparative Politics	
HIS-1 History of World Civilizations I*		
HIS-2 History of World Civilizations II*		

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

BIO-30 Human Reproduction	HES-1 Health Science	KIN Activities (1 Unit)
DAN Activities (1 Unit)	KIN-4 Nutrition	KIN-38 Stress Management
EAR-20 Child Development	KIN-10 Introduction to Kinesiology	PSY-9 Developmental Psychology
EAR-42 Child, Family and Community	KIN-35 Foundation for Fitness and Wellness	PSY-33 Theories of Personality
GUI-47 Career Exploration and Life Planning	KIN-36 Wellness: Lifestyle Choices	SOC-12 Marriage and Family Relations
GUI-48 College Success Strategies		

Veterans who submit a DD214 will be awarded 3 units of credit and cleared area E on CSUGE Certification of Kinesiology and Dance activities is Maximum of 1 unit. Activity should be paired with GUI 48 for full area certification.

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- courses listed below 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 or 6H Political & Social History of the U.S.	HIS-14 or 15 African American History I or II
HIS-7 or 7H Political & Social History of the U.S.	HIS-31 Intro to Chicano Studies
HIS-11 or 12 Military History of the U.S I or II	HIS-34 History of Women in America

2. Constitution and Government (3)

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

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)
6. MVC's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

Moreno Valley College
Intersegmental General Education Transfer Curriculum (IGETC) 2015-2016
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
 ENG-1BH Honors Critical Thinking and Writing

1C - Oral Communication: (CSU requirement only)

COM-1 Public Speaking (Formerly SPE-1) or
 COM-1H Honors Public Speaking (Formerly SPE-1H)
 COM-2 Persuasion in Rhetorical Perspective

COM-6 Dynamics of Small Group Communication
 COM-9 Interpersonal Communication (Formerly SPE-9) or
 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 Pre-calculus**	
	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,
 ART-2 History of Western Art: Renaissance
 ART-6 or 6H Art Appreciation
 ART-12 Asian Art History
 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 I
 MUS-21 Great Composers & Music II
 MUS-22 Survey of Music Literature
 MUS-25 Jazz Appreciation
 MUS-26 Film Music Appreciation
 THE-3 Introduction to the Theatre

3B – Humanities’:

COM-12 Intercultural Communication*
 ENG-6 British Literature I: Anglo-Saxon to 18th Century
 ENG-7 British Literature II: Romanticism to postmodernism
 ENG-8 Introduction to Mythology
 ENG-9 Introduction to Shakespeare
 ENG-14 American Literature I: Pre-Contact to Civil War
 ENG-15 American Literature II: 1860 to the Present
 ENG-20 African American Literature
 ENG-23 The Bible as Literature
 ENG-25 Latino Literature of the United States
 ENG-35 Images of Women in Literature
 ENG-40 World Literature I: From Ancient through 1650 C.E.
 ENG-41 World Literature II: 1650 C.E. to the Present
 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 U.S.* or
 HIS-6H Honors Political and Social History of US*
 HIS-7 Political and Social History of the U.S.*
 HIS-7H Honors Political and Social History of 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-15 African American History II
 HIS-21 History of Ancient Greece
 HIS-22 History of Ancient Rome
 HIS-26 History of California
 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
 Through the Late Medieval Period
 HUM-4H Honors Arts and Ideas: Ancient World
 Through the Late Medieval Period
 HUM-5 Arts and Ideas: The Renaissance through
 The Modern Era or
 HUM-5H Honors Arts and Ideas The Renaissance
 Through the Modern Era
 HUM-8 Introduction to Mythology
 HUM-10 World Religions

HUM-10H Honors World Religions
 HUM-23 The Bible as Literature
 HUM-35 Philosophy of Religion
 PHI-10 Introduction to Philosophy or
 PHI-10H Honors Introduction to Philosophy
 PHI-12 Introduction to Ethics:
 Contemporary Moral Issues
 PHI-35 Philosophy of Religion
 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 Civilization
 SPA-12 Latin American Culture and Civ.

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

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

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

5B - Biological Science:

<u>AMY-2A</u> Anatomy and Physiology I	BIO-1 or 1H General Biology	BIO-34 Human Genetics
<u>AMY-2B</u> Anatomy and Physiology II	BIO-11 or 11H Introduction to Cellular Biology	MIC-1 Microbiology
AMY-10 Survey of Human Anatomy and	BIO-12 Introduction to Organismal and	PSY-2 Physiological Psychology
ANT-1 or 1H Physical Ant	BIO-17 Human Biology	

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
SPA-1 Spanish 1		Speakers 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; HIS 11, 12, 14, 15, 31, 34; 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.
5. For upper division transfer, students must complete 60 UC transferable units.





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
Commercial Music
Community Interpretation

Computer Applications and Office Technology
Computer Information Systems
Construction Technology
Cosmetology
Dance
Dental Hygiene
Early Childhood Education
Education
Electronics
Engineering
Film, Television and Video
Fire Technology
Game Development

Human Services
Journalism
Kinesiology
Management
Manufacturing
Marketing
Medical Assisting
Music
Nursing
Paralegal Studies
Photography
Real Estate
Supply Chain Technology
Theater Arts
Welding

HIGH SCHOOL COURSES

Foreign Languages

Two years of high school language with a C or better are equivalent to the first semester of the same language at RCCD. For subsequent semesters, one year of high school language with a C or better is equivalent to one semester of the same language at RCCD. (For example, two years of high school Spanish are equivalent to Spanish 1 at RCCD; three years of high school Spanish are equivalent to Spanish 2; four years of high school Spanish are equivalent to Spanish 3.)

Chemistry

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

Articulated Courses

The Riverside Community College District (RCCD) colleges (Moreno Valley, Norco, and Riverside City) have articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals. The articulated credit is transcribed as a letter grade on a student's RCCD college transcript. The minimum grade required for articulated credit is a "B". Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting www.explorecte.com/articulation. For further information or assistance, please contact the Career and Technical Education Projects office, cte-info@rccd.edu. The following list of articulation agreements are active as of July 1, 2014.

MORENO VALLEY COLLEGE

Moreno Valley Unified School District

Preparing to Work in Healthcare Level 1 and Level 2 (HET-79)

Riverside County Office of Education ROP

Allied Health Occupations (HET-79)

Emergency Medical Technician (EMS-50 and EMS-51)

Riverside Unified School District

First Responder (FIT-E2A)
Intro to Health Careers (HET-79)

NORCO COLLEGE**Alvord Unified School District**

Accounting Principles (ACC-55)
Anatomy/Physiology (AMY-10)
Architectural Design 1 (ARE-24)
CADD/Computer Aided Drafting and Design (ENE-30)
Drafting 2 (ENE-21)

Beaumont Unified School District

Engineering Technology 2 (SCT-1)

Colton-Redlands-Yucaipa Regional Occupational Program

Construction Technology (CON-60)

Corona-Norco Unified School District

Advanced Microsoft Word (CAT-80)
Anatomy and Physiology 1A and 1B (AMY-10)
Architectural Design 1A and 1B (ARE-24 and ARE-25)
Business Law (BUS-18A)
Computer Aided Drafting 2A and 2B (ENE-42)
Computerized Accounting 1A and 1B (ACC-65)
Computerized Accounting AND Applied Accounting (ACC-55)
Digital Game Design A/B (GAM-23)
Electronics 1A/1B (ELE-10)
History of Video Games (GAM-21)
Intro to Engineering and Architectural Design 1A and 1B (ENE-21 and ENE-30)
Introduction to Business (BUS-10)
Introduction to Excel (CAT-98A)
Introduction to PowerPoint (CAT-65)
Technology Applications 1A and 1B (CIS-1A)
Video Game Programming 1A and 1B (GAM-24)
Video Game Prototyping A/B (GAM-24)
Video Game Design (GAM-31)

Jurupa Unified School District

Accounting 1 (ACC-1A)
Introduction to Business 1 and 2 (BUS-10)

Moreno Valley Unified School District

Digital Electronics (ELE-25)
Principles of Engineering (ENE-10)

Murrieta Valley Unified School District

Drafting I (ENE-21)

Redlands Unified School District

Advanced Drafting/CAD (ENE-30)

Riverside County Office of Education ROP

Construction Technology (CON-60)

Riverside Unified School District

Anatomy and Physiology (AMY-10)
Digital Electronics (ELE-25)
Global Business Info/Tech Acad 2 (BUS-30)
Principles of Engineering (ENE-10 and ENE-60)

Val Verde Unified School District

Anatomy and Physiology (AMY-10)
Photography II (PHO-20)

RIVERSIDE CITY COLLEGE**Alvord Unified School District**

ROP Word Processing (CAT-50)
Web Design 2 (ADM-74)

Colton-Redlands-Yucaipa Regional Occupational Program

American Sign Language II (AML-1)
Automotive General Service Technician (AUT-50)
CISCO Internetworking, Level 1 (CIS-26A)
CISCO Internetworking, Level 2 (CIS-26B)
Fundamental Web Page Design (ADM-74)
Graphic Communications (ADM-1)
Introduction to Criminal Justice (ADJ-1)
Microsoft Office (CIS-93)
Personal Fitness Trainer (KIN-43)
Welding (WEL-15)

Corona-Norco Unified School District

Advanced Microsoft Word (CAT-80)
Auto 2A and 2B (AUT-50)
Introduction to Excel (CAT-98A)
Introduction to PowerPoint (CAT-65)
Introduction to Word (CAT-34A)
Photography 1A and Photography 1B (PHO-8)
Professional Office Procedures (CAT-61)

Jurupa Unified School District

Auto Theory (AUT-50)
Digital Photography 1 (PHO-20)
Photography 1 (PHO-8)
Video Production (FTV-67)
Video Production and Television Production (FTV-45A)

Lake Elsinore Unified School District

Design 2 (ADM-71)
Welding and Materials Joining 1 (WEL-34)

Moreno Valley Unified School District

Automotive Technology I and II (AUT-50)
Computer Applications I and II (ADM-74)
Network Technician I (CIS-26A)
Network Technician II (CIS-26B)
Photography (PHO-8 and PHO-9)

Nuview Union School District

Digital Photography 1 (PHO-20)

Riverside County Office of Education ROP

Auto Collision and Refinishing (AUB-50)
CIS Microsoft Tools I: Introduction of Word/Excel/PowerPoint (CIS-34A)
CIS Microsoft Tools II: Intermediate-Advanced Word/Excel/PowerPoint (CIS-98A)
Digital Imaging (ADM-71 and ADM-77A)
Digital Photography 1 (PHO-20)
Graphics Technology Beginning and Advanced (ADM-1)

TV/Video Production- Level 1 (FTV-67)
Website Design and Development (CIS-72A)

Riverside Unified School District

Advanced Digital Video Production (FTV-67)
Media/Arts Acad 3 (FTV-67)
Music Technology/Comp 1 (FTV-73)
Tech Tools 1 (CAT-50)
Web Design 2 (ADM-74)

San Bernardino City Unified School District

Adobe Prep 1A/1B (ADM-71)
Automotive Technology A and B (AUT-50)

Temecula Valley Unified School District

American Sign Language 1 and 2 (AML-1)

Val Verde Unified School District

Business Computers (CIS-3)
CISCO Academy 1A (CCNA 1) (CIS-26A)
CISCO Academy 1B (CCNA 2) (CIS-26B)
CISCO Academy 2A (CCNA 3) (CIS-26C)
CISCO Academy 2B (CCNA 4) (CIS-26D)
Computer Essentials (CAT-34A)
Photography II (PHO-20)
Web Page Design and Development (ADM-74)

CAREER AND TECHNICAL EDUCATION PROGRAMS

Moreno Valley College offers Associate of Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate of Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. All certificate courses can be counted toward the degree as well as the major.

Need for Specialized Training

Many find it difficult to secure employment or to advance in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

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 OF SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

STATE-APPROVED CERTIFICATE

(Certificate of Achievement)

The state-approved certificate consists of coursework totaling 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.



Location	Program & Program Code	Locally Approved Certificate	State Approved Certificate	Associate Degree
MORENO VALLEY COLLEGE				
Ben Clark Training Center				
	Administration of Justice MAS504/MAS504B/MAS504C/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement MAS563/MAS563B/MAS563C/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic MAS585/MAS585B/MAS585C/MCE585		•	•
	Fire Technology MAS555/MAS555B/MAS555C/MCE555		•	•
	Chief Officer MAS826/MAS826B/MAS826C/MCE826		•	•
	Fire Officer MAS827/MAS827B/MAS827C/MCE827		•	•
	Firefighter Academy MAS669/MAS669B/MAS669C/MCE669		•	•
NORCO COLLEGE				
International Rectifier Temecula	Digital Electronics NAS656/NAS656B/NAS656C/NCE656		•	•

Program	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
AREA OF EMPHASIS						
Administration & Information Systems			•	MAA494*/MAA494B*/MAA494C*	NAA494*/NAA494B*/NAA494C*	AA494*/AA494B*/AA494C*
American Studies			•	MAA492*/MAA492B*/MAA492C*		AA492*/AA492B*/AA492C*
Communications, Media & Languages			•	MAA495*/MAA495B*/MAA495C*	NAA495*/NAA495B*/NAA495C*	AA495*/AA495B*/AA495C*
Fine & Applied Arts			•	MAA496*/MAA496B*/MAA496C*	NAA496*/NAA496B*/NAA496C*	AA496*/AA496B*/AA496C*
Humanities, Philosophy & Arts			•	MAA497*/MAA497B*/MAA497C*	NAA497*/NAA497B*/NAA497C*	AA497*/AA497B*/AA497C*
Kinesiology, Health and Wellness			•	MAA498*/MAA498B*/MAA498C*	NAA498*/NAA498B*/NAA498C*	AA498*/AA498B*/AA498C*
Social & Behavioral Studies			•	MAA499*/MAA499B*/MAA499C*	NAA499*/NAA499B*/NAA499C*	AA499*/AA499B*/AA499C*
Math and Science			•	MAS493*/MAS493B*/MAS493C*	NAS493*/NAS493B*/NAS493C*	AS493*/AS493B*/AS493C*

 Associate Degree for Transfer™	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•			AS642*
With IGETC pattern			•			AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern			•			AA742*
With IGETC pattern			•			AA743*
Business Administration						
With CSUGE pattern			•	MAS626*		
With IGETC pattern			•	MAS628*		
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*		AA744*
With IGETC pattern			•	MAA745*		AA745*
Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*

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 Associate Degree for Transfer™	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	
With IGETC pattern			•	MAA755*	NAA755*	
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	AA693*
With IGETC pattern			•	MAA694*	NAA694*	AA694*
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
ADMINISTRATION OF JUSTICE		•	•	MAS504*/MAS504B*/ MAS504C*/MCE504*		AS504*/AS504B*/ AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/ MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
AIR CONDITIONING AND REFRIGERATION		•	•			AS596/AS596B/ AS596C/CE596
APPLIED DIGITAL MEDIA AND PRINTING		•	•			AS653/AS653B/ AS653C/CE653
Basic Graphic Communication	•					CE822
Basic Graphic Design	•					CE823
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
ARCHITECTURE						
Architectural Graphics	•				NCE787	
ART						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
AUTOMOTIVE TECHNOLOGY						
Automotive Collision Repair-Refinishing and Paint		•	•			AS511/AS511B/ AS511C/CE511
Automotive Trim and Upholstery		•	•			AS516/AS516B AS516C/CE516
Electrical		•	•			AS513/AS513B/ AS513C/CE513
Ford Specialty		•	•			AS519/AS519B/ AS519C
General Motors Specialty		•	•			AS583/AS583B/ AS583C
Mechanical		•	•			AS515/AS515B/ AS515C/CE515
BANK OPERATIONS	•					CE625*
BUSINESS ADMINISTRATION						
Accounting Concentration		•	•	MAS523*/MAS523B*/ MAS523C*/MCE523*	NAS523*/NAS523B*/ NAS523C*/NCE523*	AS523*/AS523B*/ AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/ AS631C*/CE631*
General Business Concentration		•	•	MAS524*/MAS524B*/ MAS524C*/MCE524*	NAS524*/NAS524B*/ NAS524C*/NCE524*	AS524*/AS524B*/ AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/ AS623C*/CE623*

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Logistics Management Concentration		•	•		NAS580*/NAS580B*/NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/MAS521C*/MCE521*	NAS521*/NAS521B*/NAS521C*/NCE521*	AS521*/AS521B*/AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/MAS525C*/MCE525*	NAS525*/NAS525B*/NAS525C*/NCE525*	AS525*/AS525B*/AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/MAS527C*/MCE527*	NAS527*/NAS527B*/NAS527C*/NCE527*	AS527*/AS527B*/AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/AS531C*/CE531*
Entrepreneurship: Getting Started	•				NCE861	
Insurance		•	•			AS629*/AS629B*/AS629C*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854*	
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
COMMERCIAL MUSIC						
Audio Production		•	•		NAS684*/NAS684B*/NAS684C*/NCE684	
Performance		•	•		NAA645*/NAA645B*/NAA645C*/NCE645	
COMMUNITY INTERPRETATION						
		•	•	MAS557*/MAS557B*/MAS557C*/MCE557		
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/AS639B*/AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					CE812*
Virtual Assistant	•					CE677*
COMPUTER INFORMATION SYSTEMS						
C++ Programming	•				NCE803*	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B*/MAS726C*/MCE726*		AS726*/AS726B*/AS726C*/CE726*
Computer Programming		•	•	MAS728*/MAS728B*/MAS728C*/MCE728*	NAS728*/NAS728B*/NAS728C*/NCE728*	AS728*/AS728B*/AS728C*/CE728*
E-Commerce	•					CE807*
Graphic Design		•	•		NAS647*/NAS647B*/NAS647C*/NCE647*	

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Java Programming	•				NCE809*	CE809*
Mobile Application Development		•	•		NAS725*/NAS725B*/ NAS725C*/NCE725	
Relational Database Mgmt Tech	•					CE816*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Systems Development	•					CE806*
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
CONSTRUCTION TECHNOLOGY		•	•		NAS532/NAS532B/ NAS532C/NCE532	
COSMETOLOGY		•	•			AS534/AS534B/ AS534C/CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
CULINARY ARTS		•	•			AS561/AS561B/ AS561C/CE561
DANCE						
Pilates Dance/Conditioning Instructor	•					CE857
DENTAL ASSISTANT		•	•	MAS621/MAS621B/ MAS621C/MCE621		
DENTAL HYGIENE			•	MAS724/MAS724B/ MAS724C		
DRAFTING TECHNOLOGY		•	•		NAS539/NAS539B/ NAS539C/NCE539	
EARLY CHILDHOOD EDUCATION		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Infant and Toddler Specialization	•			MCE681*	NCE681*	CE681*
EDUCATION PARAPROFESSIONAL		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
ELECTRONICS TECHNOLOGY						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Green Technician	•				NCE856	
EMERGENCY MEDICAL SERVICES						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585*/MAS585B/ MAS585C*/MCE585		

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
ENGINEERING						
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
FILM, TELEVISION AND VIDEO						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/ AS641C*/CE641
FIRE TECHNOLOGY		•	•	MAS555*/MAS555B*/ MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/ MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/ MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/ MAS669C/MCE669		
GAME DEVELOPMENT						
Game Art: 3D Animation		•	•		NAS686/NAS686B/ NAS686C/NCE686	
Game Art: Character Modeling		•	•		NAS687/NAS687B/ NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/ NAS688C/NCE688	
Game Art Core	•				NCE855	
Game Design		•	•		NAS685*/NAS685B*/ NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/ NAS691C*/NCE691	
HUMAN SERVICES		•	•	MAS663/MAS663B/ MAS663C/MCE663		AS663/AS663B/ AS663C/CE663
Employment Support Specialization	•			MCE802		CE802
KINESIOLOGY/EXERCISE, SPORT & WELLNESS						
Athletic Training Emphasis		•	•			AS597*/AS597B*/ AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/ AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/ AS595C*/CE595
LOGISTICS MANAGEMENT		•	•		NAS79*/NAS79B*/ NAS79C*/NCE79*	
MANUFACTURING TECHNOLOGY						
Automated Systems Technician		•	•		NAS737/NAS737B/ NAS737C/NCE737	
Computer-Aided Production Technology	•				NCE799	
Computer Numerical Control Programming		•	•		NAS655/NAS655B/ NAS655C/NCE655	

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/ MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/ MAS701C*/MCE701		
MUSIC			•	MAA564*/MAA564B*/ /MAA564C*		AA680/ AA680B/ AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
NURSING						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586/ AS586B/ AS586C
Vocational Nursing		•	•			AS588/AS588B/ AS588C/CE588
PARALEGAL STUDIES			•			AS591*/AS591B*/ AS591C*
PHOTOGRAPHY		•	•			AS592/AS592B/ AS592C/CE592
PHYSICIAN ASSISTANT		•	•	MAS501/MAS501B/ MAS501C/MCE501		
RETAIL MANAGEMENT/WAFC		•	•		NAS536*/NAS536B*/ NAS536C*/NCE536*	AS536*/AS536B*/ AS536C*/CE536*
SIGN LANGUAGE INTERPRETING		•	•			AS505*/AS505B*/ AS505C*/CE505
SUPPLY CHAIN TECHNOLOGY		•	•		NAS608/NAS608B/ NAS608C/NCE608	
WELDING TECHNOLOGY		•	•			AS606/AS606B/ AS606C/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

PROGRAMS AND CERTIFICATES
R=Riverside; M=Moreno Valley; N=Norco

ACCOUNTING

See [BUSINESS ADMINISTRATION](#)

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE (MR)

MAS504/MAS504B/MAS504C/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 of Science Degree

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

ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT (M)

MAS563/MAS563B/MAS563C/MCE563

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 (36.5-39 units)		Units
ADJ-B1B	Basic Peace Officer Training Academy	39
or		
	Reserve Training Module Format	36.5
ADJ-R1A2	Level III Modular Academy Training	7
ADJ-R1B	Level II Modular Academy Training	11
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	18.5

Associate of Science Degree

The Associate of 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 of Science Degree:

ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL (M)

DEPUTY ACADEMY MCE783

Certificate Program

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

ADMINISTRATION OF JUSTICE BASIC PUBLIC SAFETY DISPATCH

COURSE (M) MCE784

Certificate Program

Required Courses (6 units)	Units
ADJ-D1A Basic Public Safety Dispatch Course	6

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
or BUS-24 Business Communication	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 of Science Degree

The Associate of Science Degree in Business Administration with a

Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ACCOUNTING CONCENTRATION (MNR)

MAS523/MAS523B/MAS523C/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/MAS524B/MAS524C/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 Business 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	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3

MANAGEMENT CONCENTRATION (MNR)

MAS521/MAS521B/MAS521C/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/MAS525B/MAS525C/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
<hr/>	
MKT-20 Principles of Marketing	3
and	
Select another 9 units from the following:	9
<hr/>	
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/MAS527B/MAS527C/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 prospective 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
<hr/>	
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

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

SMALL BUSINESS ACCOUNTING (MNR) MCE859

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

Certificate Program

Program Learning Outcomes

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

- Perform a variety of accounting skills such as journalizing, posting, double entry accounting, record adjusting and closing entries and prepare financial statements.
- Use accounting software to prepare financial statements and to analyze and solve problems.
- Recognize the role of ethics in accounting.

Required Courses (6 units)		Units
ACC-65	Computerized Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

SMALL BUSINESS PAYROLL ACCOUNTING (MNR) MCE860

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

Certificate Program

Program Learning Outcomes

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

- Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Accurately apply accounting principles to computerized and manual payroll systems.

Required Courses (6 units)		Units
ACC-62	Payroll Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION (M)

MAS557/MAS557B/MAS557C/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 of Science Degree

The Associate of 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 (MR)

MAS726/MAS726B/MAS726C/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
or		
BUS-24	Business Communication	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 of Science Degree

The Associate of 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/MAS728B/MAS728C/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 of Science Degree

The Associate of 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 (M)

MAS739/MAS739B/MAS739C/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
or		
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-40A	Figure Drawing-Introduction	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
or		
ART-36A	Computer Art-Introduction	3
ART-44A	Beginning Animation Principles	3

Associate of Science Degree

The Associate of 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 of Science Degree:

C++ PROGRAMMING (NR) NCE803

Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.

Certificate Program

Program Learning Outcomes

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

- Create structured and Object code in C++ for business, gaming, mathematical and scientific problems by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data input into the required output information, and organizing the output format to facilitate user communication.
- Using C++ libraries create and run C++ programs that incorporate the following:
 - Multiprocessors
 - Multimedia
 - ODBC
 - SQL
 - Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate data structures.

Required Courses (13 units)	Units
CIS/CSC-5 Programming Concepts and Methodology I: C++	4
CIS/CSC-17A Programming Concepts and Methodology II: C++	3
CIS/CSC-17B C++ Programming: Advanced Objects	3
CIS/CSC-17C C++ Programming: Data Structures	3

WEB MASTER (MR)

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-63A 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 Color Systems and File Management	1

WEB DEVELOPER CONCENTRATION**MCE843****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

Concentration Electives (5 units)		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	Color Systems and File Management	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/MAS621B/MAS621C/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 (32 units)		Units
Fall:		
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
Winter:		
DEA-30	Intermediate Chairside Dental Assisting	2
DEA-31	Radiology for Dental Assistants	1.5
DEA-32	Intermediate Supervised Externships	1
Spring:		
DEA-40A	Advanced Chairside Surgical Dental Assistant	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

Associate of Science Degree

The Associate of 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/MAS724B/MAS724C

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 of 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**First Semester Courses:**

DEH-10A	Pre-Clinic Dental Hygiene #1	2.5
DEH-11	Principles of Dental Hygiene	2
DEH-12A	Principles of Oral Radiology	1
DEH-12B	Oral Radiology Laboratory	1
DEH-13	Infection Control in Dentistry	1
DEH-14	Systems Analysis of Dental Anatomy Morphology, Histology, Embryology	3.5
DEH-15	Head and Neck Anatomy	2
DEH-16	Preventive Dentistry	1
DEH-17	General Pathology	2

First Winter Intersession Courses:

DEH-10B	Pre-Clinic Dental Hygiene #2	1
DEH-19	Pain Control	1.5

Second Semester Courses:

DEH-20A	Clinical Dental Hygiene #1	3
DEH-21	Clinical Seminar #1	1
DEH-22	Oral Radiology Interpretation	1
DEH-23	Introduction to Periodontology	2
DEH-24	Ethics	1
DEH-25	Medical/Dental Emergencies	1

DEH-26	Dental Treatment of Geriatric and Medically Compromised	2
DEH-27	Oral Pathology	3
DEH-28	Basic and Applied Pharmacology	2

Summer Session Courses:

DEH-20B	Clinical Dental Hygiene #2	1
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Third Semester Courses:

DEH-30A	Clinical Dental Hygiene #3	3.5
DEH-31	Clinical Seminar #2	1
DEH-32	Dental Materials	2.5
DEH-33	Periodontology	1
DEH-34	Community Dental Health Education #1	1
DEH-35	Community Dental Health Education Practicum #1	1
DEH-36	Research Methodology	2
DEH-37	Nutrition in Dentistry	1

Second Winter Intersession Courses:

DEH-30B	Clinical Dental Hygiene #4	1
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Fourth Semester Courses:

DEH-40	Clinical Dental Hygiene #5	4
DEH-41	Clinical Seminar #3	1
DEH-42	Practice Management and Jurisprudence	2
DEH-43	Advanced Periodontology	1
DEH-44	Community Dental Health Education #2	1
DEH-45	Community Dental Health Education Practicum #2	1
DEH-46	Advanced Topics in Dental Hygiene	1

Associate of Science Degree

The Associate of 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.

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION (MNR)

MAS544/MAS544B/MAS544C/MCE544

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are available from the Early Childhood Education Department.

Certificate Program

Program Learning Outcomes

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

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3

EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
EAR-47	Childhood Stress and Trauma	3
EAR-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
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

Child Development Permit

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see

<http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx>

For students interested in transferring to a California State University, please see the requirements for the Associate in Science in Early Childhood Education for Transfer degree in Section IV of this catalog.

Associate of Science Degree

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

EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR)**MAS601/MAS601B/MAS601C/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 of Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels. For interactive video information about the Child Development Permit, see www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx

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 (34 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
Electives	(Choose from list below)	6

Electives (6 units)

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-26	Health, Safety and Nutrition	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

Associate of Science Degree

The Associate of Science Degree in Early Childhood 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 of 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	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	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/MAS603B/MAS603C/MCE603

Certificate Program

Required Courses (25-27 units) Units

EDU-1	Introduction to Elementary Classroom Teaching	4
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Growth and Development	3
ENG-1A/1AH	English Composition	4
or		
ENG-50	Basic English Composition	4
HIS-6/6H	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 of Science Degree

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

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/MAS585B/MAS585C/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	4.5
EMS-61	Introduction to Medical Pathophysiology	3
EMS-62	Emergency Pharmacology	4
EMS-63	Cardiology	4
EMS-70	Trauma Management	3.5
EMS-71	Clinical Medical Specialty I	3
EMS-80	Medical Emergencies	4.5
EMS-81	Special Populations	4
EMS-82	Special Topics	3
EMS-83	Clinical Medical Specialty II	3
EMS-90	Assessment Based Management	3
EMS-91	Paramedic Field Internship	10

Associate of Science Degree

The Associate of 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 of 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 (8.5 units)		Units
EMS-50	Emergency Medical Technician	7
EMS-51	Emergency Medical Services-Basic Clinical /Field	1.5

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/MAS826B/MAS826C/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, county, state and federal agencies as they are defined in the National Incident Management System and the State of California Master Mutual Aid Plan.

Required Courses (20 units)		Units
FIT-C2A	Fire 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, Wildland Firefighting Tactics	1.5
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	Ethics and the Challenge of Leadership in the Fire Service	2

Associate of Science Degree

The Associate of 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/MAS827B/MAS827C/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 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-C19B	Intermediate Wildland Fire Behavior (S-290)	1
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1	Prevention 1, Fire and Life Safety Inspections	2
FIT-TI1A	Training Instructor 1A	1.5
FIT-TI1B	Training Instructor 1B	1.5
FIT-TI1C	Training Instructor 1C	1.5

Associate of Science Degree

The Associate of 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/MAS555B/MAS555C/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 firefighter 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 firefighting 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 firefighting 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 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 (26.5 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)	5-8.5

Electives (5 units)

EMS-50 and 51	Emergency Medical Technician and Emergency Medical Services- Basic Clinical/Field	8.5
FIT-6	Fire Apparatus and Equipment	3
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	Command 1C, I-Zone Firefighting for Com Off	2
FIT-C19B	Intermediate Wildland Fire Behavior (S-290)	1
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1	Fire Prevention 1: Fire and Life Safety Inspections	2
FIT-S21	Public Safety Honor Guard Academy	1.5
FIT-TI1A	Training Instructor 1A	1.5
FIT-TI1B	Training Instructor 1B	1.5
FIT-TI1C	Training Instructor 1C	1.5
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 of Science Degree

The Associate of 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/MAS669B/MAS669C/MCE669**

The Fire Academy program provides students with the educational requirements to be a Firefighter I by meeting the California State Fire Training and National Fire Protection Association standards. This program is part of the California State Fire Marshal's Office Accredited Regional Training Program.

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 firefighter and California State Fire Marshal Standards for Firefighter 1.
- Demonstrate written and verbal communications skills required for entry-level firefighter positions.
- Analyze emergency and hazardous conditions that are inherent to the firefighting profession.

Required Courses (20 units)		Units
FIT-S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	1
FIT-S3	Basic Firefighter Academy	19

Associate of Science Degree

The Associate of Science Degree in Firefighter 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/MAS663B/MAS663C/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 of Science Degree

The Associate of 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 of 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/MAS718B/MAS718C/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 of Science Degree

The Associate of 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/MAS701B/MAS701C/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 of Science Degree

The Associate of 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/MAA564B/MAA564C

The Associate of 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 of 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)

Core Requirements (12 units)	Units
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
Electives (2 units)	
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-78 Beginning Applied Music Training II	2

MUS-83	Advanced Chamber Choir	1
MUS-87	Applied Music Training	1
MUS-P70	Guitar Lab Ensemble II	1

In addition choose and complete courses from one emphasis below:

Music History Emphasis
Core Requirements 12

and

MUS-20	Great Composers and Masterpieces of Music before 1820	3
MUS-21	Great Composers/Music Masterpieces After 1820	3

Music Therapy Emphasis
Core Requirements 12

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
MUS-37	Class Guitar	1

General Music Emphasis
Core Requirements 12

and

MUS-5	Music Theory II	4
Electives	(choose from the list below)	2

Electives (2 units)

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-78	Beginning Applied Music Training II	2
MUS-83	Advanced Chamber Choir	1
MUS-87	Applied Music Training	1
MUS-P70	Guitar Lab Ensemble II	1

Associate of Arts Degree

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

PHYSICIAN ASSISTANT

The Physician Assistant (PA) program prepares individuals academically, clinically and professionally to deliver health care with physician supervision. Physician Assistants are academically and clinically prepared to provide a wide variety of health care services to a diverse patient population. The skill set that all PAs must possess in order to competently fulfill the obligations of their job duties are: elicit a complete history, perform a thorough physical assessment, understand the principals and practices of commonly performed surgical procedures and tasks, request and interpret diagnostic studies, understand the foundational concepts of preventive care, and therapeutic interventions. PAs are to demonstrate mastery of basic medical, clinical, behavioral and social sciences concepts in the following supervised clinical experiences: family medicine, pediatrics, women's health, general surgery, psychiatry and behavioral medicine. PAs are to possess an understanding of health care policy and professional practice issues; and the delivery of health care services to patients in rural, urban, and underserved communities.

PHYSICIAN ASSISTANT (M)

MAS501/MAS501B/MAS501C/MCE501

For further details about the requirements for eligibility into the Physician Assistant program, please visit the website at <http://www.mvc.edu/academicprograms/pa/applicationProcess.cfm> which includes a list of courses as well as the minimum grade point average requirements to be considered for program enrollment. A minimum of 3,000 hours of paid "hands-on" patient care experience in the stated disciplines of medicine, nursing or allied health is also required (please see the website for details). In order to be considered for acceptance into the program, all paid hands-on clinical experience, and academic coursework must be verifiable and completed at the time the application for enrollment is submitted.

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.
- Successfully pass the program's summative evaluation process, which may include a comprehensive written examination and an objective clinical skills examination.

Required Courses (103.5 units)		Units
PHT-1	Applied Clinical Skills I	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	5
PHT-12	Internal Medicine II	6
PHT-13	General Surgery	5
PHT-14	Surgery II Orthopedics	5
PHT-15	Pediatrics	5
PHT-16	Women's Health (Obstetrics/Gynecology)	5
PHT-17	Family Practice	5
PHT-18	Psychiatry/Mental Health	5
PHT-19	Emergency Medicine	5
PHT-20	Medical Genetics	3
PHT-22A	Clinical Anatomy, Physiology and Pathophysiology	3
PHT-22B	Clinical Anatomy, Physiology and Pathophysiology	3
Electives	Choose from the list below	5

Electives (5 units)

PHT-21A	Neurosurgery Clerkship	5
PHT-21B	Advanced Mental Health Clerkship	5
PHT-21C	Advanced Geriatrics Clerkship	5
PHT-21D	Hospitalist Medicine Clerkship	5

Associate of Science Degree

The Associate of 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](#)







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.

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. 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 to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

DELIVERY METHODS

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-M, 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.

ACCOUNTING

ACC-1A - Principles of Accounting, I **3 units**
UC, CSU (C-ID ACCT 110)

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 (C-ID ACCT 120)

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-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-62 - Payroll Accounting **3 units**
CSU

Prerequisite: ACC-1A or ACC/CAT-55.

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 or ACC/CAT-55.

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-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 (C-ID AJ 110)***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 (C-ID AJ 122)***Prerequisite: None.*

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

**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 (C-ID AJ 160)***Prerequisite: None.*

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture.

**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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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 39 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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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 - Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies **1.5 units**

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. (Pass/No Pass only)

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-B2A - Law Enforcement Pre-Academy **3 units**

Prerequisite: None.

An introduction to law enforcement with an emphasis towards academic studies related to a basic law enforcement academy. Topics may include hiring processes, ethics and leadership, criminal law, search and seizure, report writing, cultural diversity and the criminal justice system. 54 hours lecture.

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. (Pass/No Pass only)

ADJ-C1D - Basic Correctional Deputy Academy (C) 13 units*Prerequisite: None.*

Limitation on enrollment: Completion of POST reading and Writing examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

ADJ-C7A - Writing Skills for Correctional 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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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 6 units*Prerequisite: None.*

The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management and local emergency service systems. 106 hours lecture and 14 hours laboratory. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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 – PC 832 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. (Pass/No Pass only)

ADJ-R1A2 - Level III Modular Academy Training 7 units

Prerequisite: None.

Limitation on enrollment: Fingerprint clearance through California State Department of Justice, provide a letter to course coordinator from the California State Department of Justice that there is no legal preclusion to the student handling firearms. Completion of a POST PelletB written exam or equivalent written exam. Completion of a Riverside Sheriff physical ability assessment, and personal history statement. Student materials fees are associated with this course. For more information go to www.mvc.edu/law.

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. (Letter Grade only)

ADJ-R1B - Level II Modular Academy Training 11 units

Prerequisite: ADJ-R1A2.

Limitation on enrollment: Fingerprint clearance through California State Department of Justice to possess a firearm, completion of a physical fitness assessment, POST PelletB written assessment or equivalent, and Personal History Statement.

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, 18.5 units Module I Training

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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) .25 unit Counselor/Investigator Recertification*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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

ADJ-W10A - Firearms .25 unit*Prerequisite: None.*

Limitation on enrollment: Department of Justice clearance letter. For more information go to the website www.mvc.edu/law.

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). 24 hours laboratory. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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. (Pass/No Pass only)

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: ADJ-Y5A.

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 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.

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.

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.

ANTHROPOLOGY

ANT-1 - Physical Anthropology **3 units**
UC, CSU (C-ID ANTH 110)

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. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

ANT-1H - Physical Anthropology **3 units**
UC, CSU (C-ID ANTH 110)

Prerequisite: None.

Limitation on enrollment: Enrollment in the Honors Program.

This honors course offers an enriched introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

ANT-2 - Cultural Anthropology 3 units**UC, CSU (C-ID ANTH 120)***Prerequisite: None.*

An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

ANT-3 - Prehistoric Cultures 3 units**UC*, CSU***Prerequisite: None.*

The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

ANT-4 - Native American Cultures 3 units**UC, CSU***Prerequisite: None.*

A survey of Native American cultures 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**UC, CSU***Prerequisite: None.*

The development of civilization in ancient Mexico, integrating evidence from archaeology and the pre-hispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

ANT-6 - Introduction to Archaeology 3 units**UC, CSU (C-ID ANTH 150)***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 (C-ID ANTH 130)***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.)

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 (C-ID ARTH 110)***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 (C-ID ARTH 120)***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**UC, 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**UC, CSU (C-ID ARTH 130)***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 (C-ID ARTS 110)***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 (C-ID ARTS 205)***Prerequisite: ART-17.*

Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory, will be explored in thoughtful compositions. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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 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 (C-ID ARTS 270)***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. ART-19 and 23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-24 - Three Dimensional Design 3 units**UC, CSU (C-ID ARTS 101)***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-25A - Watercolor-Beginning 3 units**UC, CSU***Prerequisite: ART-17.*

Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-25B - Watercolor-Intermediate 3 units**UC, CSU***Prerequisite: ART-25A.*

Course work that reflects an intermediate-level of painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-26 - Beginning Painting 3 units**UC, CSU (C-ID ARTS 210)***Prerequisite: ART-17.*

An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28A - Studio Painting-Portfolio Preparation 3 units**UC, CSU***Prerequisite: ART-27.*

Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28B - Studio Painting-Portfolio Presentation 3 units**UC, CSU***Prerequisite: ART-28A.*

Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36A - Computer Art-Introduction 3 units**UC, CSU***Prerequisite: None.*

Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. ART-36A and 36B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36B - Computer Art-Intermediate 3 units**UC, CSU***Prerequisite: ART-36A.*

Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. ART-36A and 36B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40A - Figure Drawing-Introduction 3 units**UC, CSU (C-ID ARTS 200)***Prerequisite: ART-17.*

Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40B - Figure Drawing-Intermediate 3 units**UC, CSU***Prerequisite: ART-40A.*

Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-41A - Figure Painting-Introduction **3 units**
UC, CSU

Prerequisite: ART-26 or 40A.

Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

ART-41B - Figure Painting-Intermediate **3 units**
UC, CSU

Prerequisite: ART-41A.

Intermediate level of figure painting, with further development and refinement of painting compositions with the human form. Students will draw and paint from a nude model using a variety of methods and materials. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

ART-42A - Studio Figure Drawing-Portfolio Preparation **3 units**
UC, CSU

Prerequisite: ART-40B.

Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-42B - Studio Figure Drawing-Portfolio Presentation **3 units**
UC, CSU

Prerequisite: ART-42A.

Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-43A - Studio Figure Painting-Portfolio Preparation **3 units**
UC, CSU

Prerequisite: ART-41B.

Continued figure painting studio work for the self-motivated student with emphasis on individual art problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-43B - Studio Figure Painting-Portfolio Presentation **3 units**
UC, CSU

Prerequisite: ART-43A.

Continued figure painting studio for the self-motivated student, with emphasis on individual art problems, independence, and portfolio refinement and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-44A - Beginning Animation Principles **3 units**
UC, CSU

Prerequisite: ART-17.

Advisory: ART-22 and 40A.

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. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-44B - Intermediate Animation Principles **3 units**
UC, CSU*Prerequisite: ART-44A.**Advisory: ART-22 and 40A.*

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. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-44C - Advanced Animation Principles **3 units**
UC, CSU*Prerequisite: ART-44B.**Advisory: ART-22 and 40A.*

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. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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-25A.*

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. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48A - Studio Drawing-Portfolio Preparation **3 units**
UC, CSU*Prerequisite: ART-18.*

Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48B - Studio Drawing-Portfolio Presentation **3 units**
UC, CSU*Prerequisite: ART-48A.*

Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51A - Beginning Animation Production **3 units**
UC, CSU*Prerequisite: ART-17.**Advisory: ART-22 and 40A.*

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. ART-51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-51B - Intermediate Animation Production **3 units**
UC, CSU*Prerequisite: ART-51A.**Advisory: ART-22 and 40A.*

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. ART-51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

ASTRONOMY

AST-1A - Introduction to the Solar System **3 units**
UC, CSU

Prerequisite: None.

Advisory: REA-82 or qualifying placement level and MAT-35.

A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture.

AST-1B - Introduction to the Stars and Galaxies **3 units**
UC, CSU

Prerequisite: AST-1A.

A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture.

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**
UC, 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 (C-ID BIOL 190)

Prerequisite: CHE-1A or 1AH.

Advisory: MAT-35, and ENG-50 or 80 or qualifying placement level.

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, biological molecules, prokaryotic and eukaryotic cell structure and function, cell metabolism including photosynthesis and respiration, homeostasis, cell reproduction and its control, classical and molecular genetics, cellular communication, development, evolution and diversity of life at the cellular level. This courses addresses the philosophy of science, methods of scientific inquiry and experimental design. 72 hours lecture and 54 hours laboratory.

BIO-11H - Honors Introduction to Molecular and Cellular Biology **5 units**

UC, CSU (C-ID BIOL 190)

*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 (C-ID BIOL 140)

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.

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, sexually transmitted diseases, 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~~ is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 54 hours laboratory.

BIO-31B - Regional Field Biology Studies **2 units**

CSU

Prerequisite: None.

A field course with trips to regional points of biologic interest. This course is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 108 hours laboratory.

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 and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

BLACK STUDIESSee **ETHNIC STUDIES**

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. (Letter Grade, or Pass/No Pass option.)

BUS-10 - Introduction to Business **3 units**
UC, CSU (C-ID BUS 110)*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 (C-ID BUS 125)
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-24 - Business Communication** **3 units**
CSU (C-ID BUS 115)
Prerequisite: ENG-1A or 1AH.
 Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture.

- 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 (Same as MAG-47)** **3 units**
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. (Letter Grade or Pass/No Pass option)
- BUS-80 - Principles of Logistics** **3 units**
CSU
Prerequisite: None.
 An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

CHEMISTRY**CHE-1A - General Chemistry, I** 5 units

UC, CSU (C-ID CHEM 120S=CHE-1A + CHE-1B)

(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 (C-ID CHEM 120S=CHE-1AH + CHE-1BH)

*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 (C-ID CHEM 120S=CHE-1A + CHE-1B)

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 (C-ID CHEM 120S=CHE-1AH + CHE-1BH)

*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 STUDIESSee [ETHNIC STUDIES](#)

COMMUNICATION STUDIES

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 (C-ID COMM 110)

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 (C-ID COMM 190)

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-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-12 - Intercultural Communication 3 units
UC, CSU (C-ID COMM 150)

Prerequisite: None.

Advisory: COM-51 and/or qualification for ENG-1A.

This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 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-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.)

COMMUNITY INTERPRETATION**CMI-61 - Introduction to Spanish English Translation 3 units**

Prerequisite: None.

Advisory: Course is intended for students with near native reading 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. (Letter Grade, or Pass/No Pass option.)

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 the field of Spanish-English medical interpreting. The three modes of interpreting are practiced: simultaneous interpreting, consecutive interpreting and sight translation. Students will learn medical terminology in Spanish and English as they improve their interpreting skills. They also work with common word roots, suffixes and prefixes. Course includes a field observation component. 90 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CMI-81 - Introduction to Court Interpreting 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. (Letter Grade, or Pass/No Pass 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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass option.)

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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 (Same as BUS/CIS-3) 3 units**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. (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/CIS-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. (Letter Grade, or Pass/No Pass option.)

**CAT-51 - Intermediate Typewriting/
Document Formatting** **3 units**
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. (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. (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/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.

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/CIS/BUS-3, OR CAT-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. (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. (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. (Letter Grade, or Pass/No Pass option.)

CAT-78B - Advanced Adobe Photoshop **3 units**
(Same as CIS-78B)
CSU
Prerequisite: CAT/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. (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. (Letter Grade, or Pass/No Pass option.)

CAT-80 - Word Processing: Microsoft Word for **3 units****Windows****(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, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CAT-81 - Introduction to Desktop Publishing **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. (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. (Letter Grade, or Pass/No Pass option.)

CAT-200 - Computer Applications and **1-2-3-4 units**
Office Technology 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

COMPUTER INFORMATION SYSTEMS**CIS-1A - Introduction to Computer Information** **3 units**
Systems**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.

CIS-1B - Advanced Concepts in Computer **3 units**
Information Systems**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.

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. (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. (Letter Grade, or Pass/No Pass option.)

CIS-5 - Programming Concepts and Methodology I: C++ **4 units**
(Same as CSC-5)
UC, CSU (C-ID COMP 122)

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)
UC, CSU (C-ID COMP 152)

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.

CIS-11 - Computer Architecture and Organization: Assembly **3 units**
(Same as CSC-11)
UC, CSU (C-ID COMP 142)

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.

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. (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 HTML, 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. (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 (C-ID COMP 132)

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.

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. (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. (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. (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. (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. (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. (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. (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.

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.

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.

CIS-38A - Simulation and Gaming/3D Modeling 4 units
for Real-Time Interactive Simulations
(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 4 units
for Real-Time Interactive Simulations
(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 4 units
and Rendering for Real-Time Interactive Simulations
(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 CAT/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/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.

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.

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 (Same as CAT-65) 1.5 units

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. (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/CAT-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. (Letter Grade, or Pass/No Pass option.)

CIS-72B - Intermediate Web Page Creation using Cascading Style Sheets (CSS) 1.5 units

CSU

Prerequisite: None.

Advisory: Knowledge of HTML and the Internet; CIS-72A and CIS/CAT-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. (Letter Grade, or Pass/No Pass option.)

CIS-76A - Introduction to Microsoft Expression Web 3 units

CSU

Prerequisite: None.

Advisory: CIS/CAT-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.

CIS-76B - Introduction to Dreamweaver 3 units

CSU

*Prerequisite: None.**Advisory: CIS/CAT-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. (Letter Grade, or Pass/No Pass option.)

CIS-78A - Introduction to Adobe Photoshop (Same as CAT-78A) 3 units

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. (Letter Grade, or Pass/No Pass option.)

CIS-78B - Advanced Adobe Photoshop (Same as CAT-78B) 3 units

CSU

Prerequisite: CIS/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. (Letter Grade, or Pass/No Pass option.)

CIS-79 - Introduction to Adobe Illustrator (Same as CAT-79) 3 units

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. (Letter Grade, or Pass/No Pass option.)

CIS-80 - Word Processing: Microsoft Word for Windows (Same as CAT-80) 3 units

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, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CIS-81 - Introduction to Desktop Publishing using Adobe InDesign (Same as CAT-81) 3 units

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. (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. (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. (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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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. Students may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture.

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. (Letter Grade, or Pass/No Pass option.)

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 will 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 beginning level 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. (Letter Grade, or Pass/No Pass option.)

DAN-D31 - Hip-Hop Dance, Beginning 1 unit**UC, CSU***Prerequisite: None.*

Learn, practice and apply beginning 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. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass option.)

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.)

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: ENG-50 or 80 or qualifying placement level.*

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: Concurrent enrollment in 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: Concurrent enrollment in 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.

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 RCCD 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.

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.

DEA-40B - Advanced Chairside Orthodontic Assistant Dental Assistant 3 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.

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.

DEA-41 - Dental Office Procedures 1.5 units

Prerequisite: None.

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.

DENTAL HYGIENE**DEH-10A - Pre-Clinical Dental Hygiene #1 CSU 2.5 units**

Prerequisite: AMY-2A, 2B, COM-1 or 1H, ENG-1A or 1AH, MIC-1.

Corequisite: Concurrent enrollment in 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. (Pass/No Pass only.)

DEH-10B - Pre-Clinical Dental Hygiene #2 CSU 1 unit

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. (Pass/No Pass only.)

DEH-11 - Principles of Dental Hygiene 2 units

CSU

*Prerequisite: AMY-2A, 2B, COM-1 or 1H, ENG-1A or 1AH.**Corequisite: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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. (Pass/No Pass only.)

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. (Pass/No Pass only.)

DEH-21 - Clinical Seminar #1 **1 unit**

CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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.**Corequisite: Concurrent enrollment in 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.**Corequisite: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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. (Pass/No Pass only.)

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. (Pass/No Pass only.)

DEH-31 - Clinical Seminar #2 **1 unit**
CSU
Prerequisite: None.
Corequisite: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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. (Pass/No Pass only.)

DEH-41 - Clinical Seminar #3 **1 unit**

CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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: Concurrent enrollment in 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

EARLY CHILDHOOD EDUCATION**EAR-19 - Observation and Assessment in** 3 units**Early Childhood Education**
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-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-33 - Infant and Toddler Development 3 units
CSU

Prerequisite: None.

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture.

EAR-34 - Infant and Toddler Care and Education 3 units
CSU

Prerequisite: None.

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture.

EAR-35 - Internship in Infant and Toddler Care 3 units
CSU

Prerequisite: EAR-20.

Advisory: EAR-33 and 34.

This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. 36 hours lecture and 54 hours laboratory work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

EAR-37 - School Age Child Care 3 units

CSU

Prerequisite: EAR-20.

This course provides school-age child care givers with methods and activities appropriate for after school care of 5-11 year olds. Emphasis will be placed on differentiating between the needs of the school-aged child after school as opposed to during school. Planning will include methods for integrating the school-aged child's interests and abilities into a developmentally appropriate curriculum to meet individual needs. 54 hours lecture.

EAR-38 - Adult Supervision 3 units**and Mentoring in Early Care and Education**

CSU

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture.

EAR-40 - Introduction to Children with Special Needs 3 unit

CSU

Prerequisite: None.

Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

EAR-41 - Practicum in Early Intervention/ Special Education 4 units

CSU

*Prerequisite: EAR-20, 24, 28 and 42.**Advisory: EAR-40 or 46.*

This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory.

EAR-42 - Child, Family, and Community 3 units

CSU (C-ID CDEV 110)

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 3 units

CSU

Prerequisite: EAR-19 and 20.

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 reasons 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 I: Programs in Early Childhood Education 3 units

CSU

Prerequisite: EAR-20, 24, 28 and 42.

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture.

EAR-45 - Administration II: Personnel and Leadership in Early Childhood Education 3 units

CSU

Prerequisite: EAR-20, 24, 28, and 42.

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture.

EAR-46 - Curriculum and Strategies for Children with Special Needs 3 units

CSU

*Prerequisite: None.**Advisory: EAR-40.*

Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture.

EAR-47 - Childhood Stress and Trauma **3 units**
CSU

Prerequisite: None.

This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma have on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma, and what parents and early childhood practitioners can do to assist children. 54 hours lecture.

EAR-200 - Early Childhood Studies **1-2-3-4 units**
Work Experience
CSU*

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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: REA-83 and 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 (C-ID ECON 202)

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 (C-ID ECON 202)*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 (C-ID ECON 201)*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. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

ECO-8H - Honors Principles of Microeconomics **3 units**
UC, CSU (C-ID ECON 201)*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 consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

EDUCATION**EDU-1 - Introduction to Elementary Classroom Teaching** **4 units**
UC, CSU (C-ID EDUC 200)*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-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. (Letter Grade or Pass/No Pass option.)

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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 Technician 7 units

Prerequisite: None.

Corequisite: Concurrent enrollment in EMS-51.

Advisory: The students will be cleared to register for the class, after they have provided documentation of viewing program orientation information. This can be online or in person.

Limitation on enrollment: American Heart Association CPR Certification, Healthcare Provider level, current throughout the length of the program. Must be 18 years of age. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program.

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 pre-hospital emergency medical environment. 99 hours lecture and 81 hours laboratory.

EMS-51 - Emergency Medical Services-Basic Clinical/Field 1.5 unit

Prerequisite: None.

Corequisite: Concurrent enrollment in EMS-50.

Advisory: The student will be cleared to register for the class, after they have provided documentation of viewing program orientation information. this can be online or in person.

Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program.

Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course meets all state and national guidelines. 81 hours laboratory.

EMS-59 - Paramedic Preparation .5 unit

Prerequisite: None.

An overview of paramedic-level assessment skills combined with appropriate paramedic-level anatomy, physiology, and treatment relevant to the disease processes studied. 27 hours laboratory.

EMS-60 - Patient Assessment and Airway Management 4.5 units

Prerequisite: None.

Corequisite: Concurrent enrollment in EMS-61, 62 and 63.

Limitation on enrollment: Acceptance into the Paramedic Program.

Enables Emergency Medical Technicians (EMTs) to refine 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. 54 hours lecture and 81 hours laboratory.

EMS-61 - Introduction to Medical Pathophysiology 3 units

Prerequisite: None.

Limitation on enrollment: Acceptance into the Paramedic Program.

Corequisite: Concurrent enrollment in EMS-60, 62, and 63.

Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 54 hours lecture.

EMS-62 - Emergency Pharmacology 4 units

Prerequisite: None.

Limitation on enrollment: Acceptance into the Paramedic Program.

Corequisite: Concurrent enrollment in EMS-60, 61, and 63.

Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 54 hours laboratory.

EMS-63 - Cardiology 4 units

Prerequisite: None.

Limitation on enrollment: Acceptance into the Paramedic Program.

Corequisite: Concurrent enrollment in EMS-60, 61, and 62.

Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies including treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 54 hours lecture and 54 hours laboratory.

EMS-70 - Trauma Management 3.5units

Prerequisite: EMS-60, 61, 62 and 63.

Corequisite: Concurrent enrollment in EMS-71.

Limitation on enrollment: Acceptance into the Paramedic Program.

Integration of the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 45 hours lecture and 54 hours laboratory.

EMS-71 - Clinical Medical Specialty I 3 units

Prerequisite: EMS-60, 61, 62 and 63.

Corequisite: Concurrent enrollment in EMS-70.

Limitation on enrollment: Acceptance into the Paramedic Program.

Application of theory and skills under supervision of health care professionals in a wide variety of settings involving patient care of the sick and injured. 162 hours laboratory.

EMS-80 - Medical Emergencies 4.5 units

Prerequisite: EMS-70 and 71.

Corequisite: Concurrent enrollment in EMS-81, 82 and 83.

Limitation on enrollment: Acceptance into the Paramedic Program.

Preparation 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. 63 hours lecture and 54 hours laboratory.

EMS-81 - Special Populations 4 units

Prerequisite: EMS-70 and 71.

Corequisite: Concurrent enrollment in EMS-80, 82, and 83.

Limitation on enrollment: Acceptance into the Paramedic Program.

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. 54 hours lecture and 54 hours laboratory.

EMS-82 - Special Topics 3 units

Prerequisite: EMS-70 and 71.

Corequisite: Concurrent enrollment in EMS-80, 81, and 83.

Limitation on enrollment: Acceptance into the Paramedic Program.

Overview of issues and problems that are directly impacting the emergency provider such as dealing with weapons of mass destruction, bioterrorism, urban terrorism threats and other topics and circumstances in an unpredictable environment. 36 hours lecture and 54 hours laboratory.

EMS-83 - Clinical Medical Specialty II 3 units

Prerequisite: EMS-70 and 71.

Corequisite: Concurrent enrollment in EMS-80, 81, and 82.

Limitation on enrollment: Acceptance into the Paramedic Program.

Supervised clinical practice under the supervision of health care professionals in a wide variety of situations involving patient care of the sick and injured in a hospital setting. 162 hours laboratory.

EMS-90 - Assessment Based Management 3 units

Prerequisite: EMS-80, 81, 82 and 83.

Corequisite: Concurrent enrollment in EMS-91.

Limitation on enrollment: Acceptance into the Paramedic Program.

Prepares paramedic students to assess and make clinical and field judgments regarding the treatment of the ill or injured patient; refines existing knowledge and skills. 36 hours lecture and 54 hours laboratory.

EMS-91 - Paramedic Field Internship 10 units

Prerequisite: EMS-80, 81, 82 and 83.

Corequisite: Concurrent enrollment in EMS-90.

Limitation on enrollment: Acceptance into the Paramedic Program.

Capstone course of the Paramedic Program;. Field training under the supervision of an approved preceptor to develop skills needed for certification as a Paramedic, including medical histories; physical examinations, patient management and supportive care of the sick injured in a field setting. 540 hours laboratory.

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.

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.

ENG-1B - Critical Thinking and Writing **4 units**
UC, CSU (C-ID ENGL 105 and ENGL 110)

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.

ENG-1BH - Honors Critical Thinking and Writing **4 units**
UC, CSU (C-ID ENGL 105 and ENGL 110)

Prerequisite: ENG-1A or 1AH.

Limitation on enrollment: Enrollment in the Honors Program.

Building on the rhetorical skills learned in ENG-1A or 1AH, 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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory.

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.

ENG-6 - British Literature I: Anglo-Saxon **3 units**
through Eighteenth Century
UC, CSU (C-ID ENGL 160)

Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.

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 **3 units**
through Modernism/Postmodernism
UC, CSU (C-ID ENGL 165)

Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.

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 and REA-83.

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 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 (C-ID ENGL 130)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**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 (C-ID ENGL 135)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**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 Linguistics 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 and REA-83.*

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 20th century authors. The course will also explore Latino history, culture and identity as expressed in the writings of American Latino writers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-30 - Children's Literature 3 units**UC, CSU (C-ID ENGL 180)***Prerequisite: ENG-50 or 80 or eligibility 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 3 units**Literatures to the Seventeenth Century****UC, CSU (C-ID ENGL 140)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

Significant works of world literature from Ancient literatures to 17th 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: ENG-50 or 80 or eligibility for ENG-1A.

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
UC, 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.

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. (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. (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. (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. (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. (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. 72 hours lecture and 18 hours laboratory. (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. (Non-degree credit course.)

ENG-90B - Special Topics in English: The Research Paper Process 1 unit

Prerequisite: None.

Presents the essential skills of the process for writing a research paper. Students learn and practice process and skills for determining an academic research question; conducting library and Internet research; planning the research paper; organizing the research material; defining a thesis statement; drafting; critiquing peers' papers; using academic formatting; and preparing a final document. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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. (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. (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-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-90L - Special Topics in ESL: Punctuation of Phrases and Clauses 2 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90M - Special Topics in ESL: Articles and Prepositions 2 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-91 - Oral Skills I: Beginning Oral 3 units**Communication***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 3 units**Communication***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 3 units**Communication***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.)

ETHNIC STUDIES

Ethnic Studies is the multi-disciplinary, humanistic study of American racial and ethnic groups. Ethnic Studies' courses may examine theories of identity and/or the historical, sociological, literary, cultural, economic, and political forces that emanate from a perspective of race and racism in America. These forces, traditions, and experiences affecting African Americans, Asian Americans, Chicanos, Latinos, Mexican Americans, Native Americans, and other ethnic minorities provide a cultural framework to study how race, ethnicity, and inequality in America have affected and continued to affect the American way of life.

ANT-4 - Native American Cultures

ANT-5 - Native Peoples of Mexico

ENG-20 - Survey of African American Literature

ENG-25 - Latino Literature of the United States

HIS-8 and 9 - History of the Americas

HIS-14 - African American History I

HIS-15 - African American History II

HIS-31 - Introduction to Chicano/a Studies

SOC-10 - Race and Ethnic Relations

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.)

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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass option.)

FIT-7 - Principles of Fire and Emergency 3 units

Services Safety and Survival

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. (Letter Grade, or Pass/No Pass option.)

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 **3 units**
CSU*Prerequisite: None.*

This course provides students with a fundamental knowledge of factors affecting wildland fires including fuel, weather, topography, prevention, fire behavior, public education, and control techniques common to all agencies involved in wildland fire control. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-200 - Fire 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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. The focus of the course is to provide information on fire scene indications and to determine the fire's origin. 40 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-C1A - Command 1A, Command Principles for **2 units**
Command Officers*Prerequisite: None.**Advisory: FIT-P1.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-C1B - Command 1B, Command Operations for **2 units**
the Company Officer*Prerequisite: FIT-C1A.*

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) (Optional State Fire Marshall certification fee: \$80.00)

FIT-C1C - Command 1C, I-Zone Firefighting **2 units**
for Company Officers*Prerequisite: None.**Advisory: FIT-C1A and C19B.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshall certification fee: \$80.00)

FIT-C2A - Fire Command 2A, Command Tactics at **2 units**
Major Fires*Prerequisite: None.**Advisory: 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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-C2B - Command 2B, Management of Major Hazardous Materials Incidents 2 units*Prerequisite: None.**Advisory: FIT-C1B, C2A and C30.*

This course provides an Incident Commander with the skills and competency necessary to mitigate an incident, initiate remedial action, and insure the restoration of normal services with a comprehensive resource management approach. The course is also intended to bring the student to the standard of competency established for On-Scene Commander by OSHA's Final Rule 29 CFR 1910.120 and NFPA 472. Students will participate in simulated incident scenarios and justify their actions in a mock civil court setting. 40 hours lecture. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-C2C - Command 2C, High Rise Fire Tactics 2 units*Prerequisite: None.**Advisory: 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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-C2D - Command 2D, Planning for Large Scale Disasters 2 units*Prerequisite: None.**Advisory: FIT-C2A and C30.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-C2E - Fire Command 2E, Wildland Firefighting Tactics 1.5 units*Prerequisite: None.**Advisory: FIT-C1C, C2A and C30.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-C19B - Intermediate Wildland Fire Behavior (S-290) 1 unit*Prerequisite: None.*

This intermediate course is designed to provide the student with wild land fire behavior knowledge applicable for safe and effective wild land fire management activities. This course introduces students to characteristics and interaction of the wildland fire environment (fuels, weather and topography) that affects wild land fire behavior for safety purposes. 16 hours lecture and 16 hours laboratory. (Letter Grade, or Pass/No Pass option.)

FIT-C30 - Intermediate Incident Command System (I-300) .5 unit*Prerequisite: None.*

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. (Letter Grade, or Pass/No Pass option.)

FIT-C40 - Advanced Incident Command System (I-400) .5 unit*Prerequisite: None.**Advisory: FIT-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. 8 hours lecture and 8 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification 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.**Advisory: 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. 16 hours lecture and 12 hours laboratory. (Pass/No Pass only)

FIT-11A - 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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-11B - Instructor 1B, Instructional Techniques 2 units*Prerequisite: FIT-11A.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-12A - Instructor 2A, Techniques of Evaluation 2 units*Prerequisite: FIT-11A and 11B.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-12C - Instructor 2C, Employing Audio Visual Aids 2 units*Prerequisite: FIT-11A and 11B.*

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. (Optional State Fire Marshall certification fee: \$80.00)

FIT-13 - Fire Instructor 3, Master Instructor .5 unit*Prerequisite: FIT-11A, 11B, 12A, 12B and 12C.*

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. (Optional State Fire Marshal certification 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. (Letter Grade, or Pass/No Pass option.) ((Optional State Fire Marshal certification fee: \$80.00)

FIT-M2A - Management 2A, Organizational Development and Human Relations 2 units*Prerequisite: None.**Advisory: FIT-M1.*

This course provides the student a foundation of: individual behavior, personality and emotions, motivational concepts, individual decision-making; group behavior, work teams, group dynamics, group communication, conflict and negotiations, power and politics, leadership and creating trust; and organizational structure, human resources policies and practices, organizational culture and organizational change and development. 40 hours lecture. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-M2B - Management 2B, Fire Service Financial Management 2 units*Prerequisite: None.**Advisory: 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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-M2C - Management 2C, Personnel and Labor Relations 2 units*Prerequisite: None.**Advisory: FIT-M1.*

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. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshall certification fee: \$80.00)

FIT-M2D - Management 2D, Master Planning in the Fire Science 2 units*Prerequisite: None.**Advisory: FIT-M1.*

This course is designed to educate chief officers on the strategic planning process and why each of the steps is critical for success. Although the process may be thought of as extremely complicated, this course will provide advice and tools to assist in the strategic planning process. This course is intended to be consistent with critical elements of the accreditation process and its associated self-assessment manual. 40 hours lecture. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-M2E - Ethics and the Challenge of Leadership in the Fire Service 2 units*Prerequisite: None.*

In this course, the students will correlate personal core values and characteristics to ethical decisions and behaviors. In addition, the students will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The student will also examine challenges and develop strategies for leading in public-safety organizations serving diverse and dynamic communities. The student will use a variety of learning modalities including case studies, video analysis, and critical thinking scenarios to explore ethics and the challenges of leadership. 40 hours lecture. (Pass/No Pass only) (Optional State Fire Marshal certification fee: \$80.00)

FIT-M20 - Personal Philosophy- Leadership 2.5 units*Prerequisite: None.*

This course will introduce the International Public Safety Leadership and Ethics Institute 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. 45 hours lecture. (Pass/No Pass only)

FIT-M21 - Leading Others Ethically 2.5 units*Prerequisite: None.*

This course is the second in the International Public Safety Leadership and Ethics Institute Program. This course is designed to provide the student with the knowledge, skills, and abilities to effectively and ethically lead others. The student will explore various aspects of exercising ethical leadership as they relate to team building, delegating, facilitating conflict resolution, coaching, and mentoring. The student will also gain an understanding of communication processes, empowerment, and leading in an ever-changing and diverse environment. The student will explore various theories of leadership, including situational leadership, transformation leadership, net-centric, and servant leadership. 45 hours lecture. (Pass/No Pass only)

FIT-M22 - Ethical Leadership in Organizations 2.5 units*Prerequisite: None.*

This course is the third in the continuing series of the International Public Safety Leadership and Ethics program. The student will explore the leadership process and the leader-follower relationship within organizational settings. Additionally, the influence of organizational culture, values, and contemporary societal issues on leadership effectiveness will be explored as well as the concepts of organizational health, defenses, and change. Students will also explore how a person exercising leadership moves an organization from vision to action. 45 hours lecture. (Pass/No Pass only)

FIT-M23 - Ethics and the Challenge of Leadership 2.5 units*Prerequisite: None.*

This course is the fourth and final course in the program of the International public Safety Leadership and Ethics program. The student will correlate personal core values and characteristics to complex ethical decisions and behaviors. In addition, the student will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The student will also examine challenges and develop strategies for exercising leadership in agency's serving diverse and dynamic communities. 45 hours lecture. (Pass/No Pass only)

FIT-P1 - Prevention 1, Fire and Life Safety Inspections 2 units*Prerequisite: None.*

This course introduces the concepts of fire and life safety inspections for Fire Officers and their role in fire prevention. The course examines the relationship between life safety and building construction and introduces effective inspection techniques, including the application of codes and other legal documents used in fire prevention activities. This course is certified by the California State Fire Marshal and meets the requirements for Fire Prevention 1. 36 hours lecture. (Letter Grade, or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00)

FIT-S3 - Basic Firefighter Academy 19 units

Prerequisite: 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 and California Emergency Medical Technician Basic Certification.

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. (Optional State Fire Marshal certification fee: \$329.60)

FIT-S3A - Introduction to Fire Academy and Physical Conditioning for Fire Academy Students 1 unit

Prerequisite: None.

Limitation on enrollment: This course is designed to prepare students for the rigors and demands of the Basic Fire Academy (FIT-S3). Enrollment in this course is contingent upon acceptance into the Basic Fire Academy.

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-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-TI1A 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. 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00)

FIT-TI1B Training Instructor 1B 1.5 units

Prerequisite: None.

Advisory: FIT-TI1A.

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. 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00)

FIT-TI1C Training Instructor 1C 1.5 units

Prerequisite: None.

Advisory: FIT-TI1B.

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. 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification 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 (C-ID GEOG 110)***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 (C-ID GEOG 111)***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 (C-ID GEOG 120)***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 (C-ID GEOG 125)***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****UC*, 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**UC*, 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**UC*, 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 CSU 1 unit

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.

HEALTH SCIENCE**HES-1 - Health Science UC, CSU 3 units**

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.

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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade, or Pass/No Pass 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 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. (Letter Grade, or Pass/No Pass option.)

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 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. (Letter Grade, or Pass/No Pass option.)

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 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. (Letter Grade, or Pass/No Pass option.)

HISTORY
HIS-1 - History of World Civilizations I **3 units**
UC, CSU (C-ID HIST 150)

Prerequisite: None.

Advisory: REA-83 and 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 (C-ID HIST 160)

Prerequisite: None.

Advisory: REA-83 and 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 20th century and the present. 54 hours lecture.

HIS-4 - History of Western Civilization I **3 units**
UC, CSU (C-ID HIST 170)

Prerequisite: None.

Advisory: REA-83 and 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 II **3 units**
UC, CSU (C-ID HIST 180)

Prerequisite: None.

Advisory: REA-83 and 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 **3 units**
the United States
UC, CSU (C-ID HIST 130)

Prerequisite: None.

Advisory: REA-83 and 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 **3 units**
the United States
UC, CSU (C-ID HIST 130)

Prerequisite: None.

Advisory: REA-83 and qualification for ENG-1A.

Limitation on enrollment: Enrollment in the Honors Program.

Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. 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. Students may not receive credit for both HIS-6 and HIS-6H. 54 hours lecture.

HIS-7 - Political and Social History of **3 units**
the United States
UC, CSU (C-ID HIST 140)

Prerequisite: None.

Advisory: REA-83 and 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. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H - Honors Political and Social History of **3 units**
the United States
UC, CSU (C-ID HIST 140)

Prerequisite: None.

Advisory: REA-83 and 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. 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. 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.

Advisory: REA-83 and qualification for ENG-1A.

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.

Advisory: REA-83 and qualification for ENG-1A.

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: REA-83 and 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: REA-83 and 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 19th century including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution and concerns of post-civil rights era. 54 hours lecture.

HIS-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-31 - Introduction to Chicano/a Studies **3 units**
UC, CSU

Prerequisite: None.

Advisory: REA-83 and qualification for ENG-1A.

A survey of regional Chicano/a population historical and cultural roots, and social problems from the Spanish and Mexican colonial period 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/a problems. Considers the Constitution of the United States and its relevance to the Chicanos in America's second largest minority group. 54 hours lecture.

HIS-34 - History of Women in America 3 units
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for ENG-1A.*

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.

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.

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.

An introductory course that familiarizes students with the basic concepts and skills of case management. 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. (Letter Grade or Pass/No Pass option.)

**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. (Letter Grade or Pass/No Pass option.)

**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 IAH.

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

HUMANITIES**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period** 3 units

UC, CSU

Prerequisite: None.

Advisory: REA-83 and 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: REA-83 and 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: REA-83 and qualification for ENG-1A.

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. 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: REA-83 and 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, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. 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: REA-83 and 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: REA-83 and 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: REA-83 and 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. This honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

HUM-23 - The Bible as Literature 3 units**(Same as ENG-23)****UC, CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH and REA-83.*

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 and REA-83 and qualification for ENG-1A.*

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, 19H, 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 (C-ID JOUR 110)**

Prerequisite: None.

Advisory: ENG-1A or 1AH.

An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture. 54 hours lecture.

JOU-2 - Intermediate Reporting/Newsriting **3 units** **CSU (C-ID JOUR 210)**

Prerequisite: JOU-1.

This course is a continuation of the introductory newsriting/reporting courses and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. It includes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture.

JOU-7 - Mass Communications **3 units** **UC, CSU (C-ID JOUR 100)**

Prerequisite: None.

Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture.

JOU-20A - Newspaper: Beginning **3 units** **CSU (C-ID JOUR 130)**

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.

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.

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.

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.

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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 of 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 of 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-12 - Sport Psychology **3 units**
CSU

Prerequisite: None.

This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

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 \$20.00 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.

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 of Arts Degree and the Associate of 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. 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. 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. 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-A75A - Walking for Fitness: Beginning **1 unit**

Prerequisite: None.

This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

KIN-A75B - Walking for Fitness: Intermediate **1 unit**

Prerequisite: None.

Advisory: KIN-A75A.

This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

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, A89A, A89B and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-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-A89A - Beginning Body Sculpting 1 unit

UC*, CSU

Prerequisite: None.

Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A89B - Intermediate Body Sculpting 1 unit

UC*, CSU

Prerequisite: KIN-A89A.

Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A89C - Advanced Body Sculpting 1 unit

UC*, CSU

Prerequisite: KIN-A89B.

Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

LIBRARY**LIB-1 - Introduction to Information Literacy** 1 unit

UC, CSU

Prerequisite: None.

Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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-40 - Advertising 3 units
CSU*Prerequisite: None.*

Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research, and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

MATHEMATICS**MAT-1A - Calculus I** 4 units
UC*, CSU (C-ID MATH 210) (C-ID MATH 900S=MAT-1A + MAT-1B)*Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, applications of the derivative and integration, the fundamental theorem of calculus and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAT-1B - Calculus II 4 units
UC, CSU (C-ID MATH 220) (C-ID MATH 900S=MAT-1A + MAT-1B)*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 (C-ID MATH 230)*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-2 - Differential Equations 4 units**UC, CSU (C-ID MATH 240)***Prerequisite: MAT-1B.*

This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-3 - Linear Algebra 3 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 (C-ID MATH 155)***Prerequisite: MAT-36 or qualifying placement level.*

Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions, and their graphs; analytic geometry, polar coordinates, sequences, and series. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-11 - College Algebra 4 units**UC*, CSU***Prerequisite: MAT-35 or qualifying placement level.*

This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-12 - Statistics 4 units**UC, CSU (C-ID SOCI 125)(C-ID MATH 110)***Prerequisite: MAT-35 or qualifying placement level.*

A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-26 - Math for Elementary School Teachers 3 units**CSU***Prerequisite: MAT-35 or qualifying placement level.*

This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-32 - Introduction to Symbolic Logic 3 units**(Same as PHI-32)****UC, CSU (C-ID PHIL 210)***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. (Letter Grade, or Pass/No Pass option.)

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. (Letter Grade or Pass/No Pass option)

MAT-36 - Trigonometry 4 units**CSU***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; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)

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. Letter Grade, or Pass/No Pass option.)

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 plane geometry and three-dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-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. (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. (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. (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. (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. (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. (Non-degree credit course. Pass/No Pass only.)

MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate of 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. Includes basic anatomy, physiology and pathology of the musculoskeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. 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: Concurrent enrollment in or prior completion of 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 parenteral medication. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MDA-58A - Medical Transcription 5 units

Prerequisite: MDA-1A and one of the following: CIS-1A or BUS/CIS/CAT-3, CIS-50 or CAT/CIS-80.

Corequisite: Concurrent enrollment in or prior completion of 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.

MDA-58B - Advanced Medical Transcription 3 units

Prerequisite: MDA-58A.

Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory.

MDA-59 - Medical Office Procedures 5 units

Prerequisite: None.

Corequisite: Concurrent enrollment in or prior completion of MDA-1A.

Advisory: CIS-1A, 3, 80 or CAT-50.

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. (Letter Grade, or Pass/No Pass 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. Examines the classification of drugs, their source and their affect on the human body, the use of drug references. Explores 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.

Discusses the principles, terminology and techniques of procedural coding as outlined in the Physician's Current Procedural Terminology. Including 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 Healthcare Common Procedural Coding System. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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.

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 class.

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.

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.

MUS-5 - Music Theory II 4 units UC, CSU (C-ID MUS 140)

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.

MUS-6 - Music Theory III 4 units**UC, CSU (C-ID MUS 150)***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 mediants; 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.

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. Students may not receive credit for both MUS-19 and MUS-19H. 54 hours lecture.

MUS-19H - Honors Music Appreciation 3 units**CSU***Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. This Honors course is organized to acquaint students with the roles of music and musicians in society and with representative musical selections. It 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 MUS-19 and MUS-19H. 54 hours lecture.

MUS-20 - Great Composers and Music Masterpieces 3 units**before 1820****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 3 units**After 1820****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**UC, CSU***Prerequisite: None.*

A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture.

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**MUS-29 - Concert Choir 1 unit**
UC, CSU (C-ID MUS 180)*Prerequisite: None.**Limitation on enrollment: Audition on or before the first day of class.*

This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory.

MUS-30 - Class Voice 1 unit
UC, CSU*Prerequisite: None.*

Group study of vocal production, voice techniques, diction and interpretation. 54 hours laboratory.

MUS-31 - College Choir 1 unit
UC, CSU (C-ID MUS 180)*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

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
UC, 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. 54 hours laboratory.

MUS-32B - Class Piano II 1 unit
UC, 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. 54 hours laboratory.

MUS-32C - Class Piano III 1 unit
UC, 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. 54 hours laboratory.

MUS-32D - Class Piano IV 1 unit
UC, 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. 54 hours laboratory.

MUS-36 - Instrumental Chamber Ensembles 1.5 units
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory.

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 I 2 units
UC, CSU (C-ID MUS 160)*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. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.

- 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. 54 hours laboratory.
- MUS-57 - Gospel Singers** **1 unit**
UC, CSU (C-ID MUS 180)
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 (C-ID MUS 180)
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 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**
UC, CSU (C-ID MUS 180)
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**
UC, CSU (C-ID MUS 180)
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. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory.

- MUS-78 - Beginning Applied Music II** **2 units**
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons, and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.

- MUS-83 - Advanced Chamber Choir** **1 unit**
UC, CSU (C-ID MUS 180)
Prerequisite: None.
Limitation on enrollment: Audition on or before the first class meeting.
 Advanced student and community chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities will include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

- MUS-87 - Applied Music Training** **1 unit**
UC, CSU (C-ID MUS 160)
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. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.

- MUS-92 - Basic Piano** **.5 unit**
CSU
Prerequisite: None.
 Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory.

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

MUS-P27 - Beginning String Techniques 1 unit

CSU

Prerequisite: None.

An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory.

MUS-P70 - Guitar Lab Ensemble II 1 unit

CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Advanced guitar ensemble instruction for students who are proficient performers. Ensemble dedicated to the study, rehearsal, and performance of advanced literature written or transcribed for classical guitar ensemble. Different literature will be studied each semester. Participation in public performances required. May be taken a total of four times. 54 hours laboratory.

NATIVE AMERICAN STUDIESSee [ETHNIC STUDIES](#)**OFFICE ADMINISTRATION**See [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)**PHILOSOPHY****PHI-10 - Introduction to Philosophy** 3 units

UC, CSU (C-ID PHIL 100)

*Prerequisite: None.**Advisory: ENG-50 or 80.*

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 (C-ID PHIL 100)

*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.**Advisory: REA-82.*

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 (C-ID PHIL 210)

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 and REA-83 and qualification for ENG-1A.

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.

PHOTOGRAPHY
PHO-12 - Photojournalism 3 units

(Same as JOU-12)

CSU (C-ID JOUR 160)

Prerequisite: PHO-8.

Corequisite: Concurrent enrollment in or prior completion of PHO-9.

Introduction to basic photojournalism as a means for communicating visual information in print media. Emphasis on using photographs to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

Also see [JOURNALISM](#)

PHYSICAL EDUCATION

See [KINESIOLOGY](#)

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.

PHYSICIAN ASSISTANT
PHT-1 - Applied Clinical Skills I **2 units**
CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in PHT- 2, 3, and 22A.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General principles of laboratory medicine/diagnostic studies used in the clinic setting. Includes the requisition and interpretation of various diagnostic studies, such as urinalysis, complete blood count, gram stains, and arterial blood gases. Meets state and national accreditation requirements for an approved physician assistant program. 27 hours lecture and 27 hours laboratory.

PHT-2 - Medicine Science I **6.5 units**
CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in PHT- 1, 3, and 22A.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General principles of medicine topics ranging from dermatology to gastroenterology. The course also covers health promotion and disease prevention, professional practice, and pharmacological principles. Meets state and national accreditation requirements for an approved Physician Assistant program. 120 hours lecture.

PHT-3 - History and Physical Assessment I **4 units**
CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in PHT-1, 2, 22A.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General principles of taking an accurate and concise medical history, performing a technically correct physical examination on each organ system, formulating a list of differential diagnoses, and a corresponding problem list. Developing a management and patient education plan based on evidenced-based medicine. Meets state and national accreditation requirements for an approved Physician Assistant program. 54 hours lecture and 54 hours laboratory.

PHT-4 - Applied Clinical Skills II **4 units**
CSU

Prerequisite: PHT-1, 2, 3, and 22A.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General principles for the review and interpretation of commonly used diagnostic studies and electrocardiography concepts for physician assistant students. Developing a management and patient education plan based on evidenced-based medicine concepts related to the associated disease processes. Meets state and national accreditation requirements for an approved Physician Assistant program. 54 hours lecture and 54 hours laboratory.

PHT-5 - Medicine Science II **6.5 units**
CSU

Prerequisite: PHT-1, 2, 3, and 4.

Corequisite: Concurrent enrollment in PHT-6, 7 and 22B.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General principles of medicine topics ranging from endocrinology to infectious disease. Meets state and national accreditation requirements for an approved Physician Assistant program. 120 hours lecture.

PHT-6 - History and Physical Assessment II **4 units**
CSU

Prerequisite: None.

Corequisite: Concurrent enrollment in PHT- 5, 7 and 22B.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General principles of taking an accurate and concise medical history, performing a technically correct physical examination on each organ system, formulating a list of differential diagnoses, and a corresponding problem list. Developing a management and patient education plan based on evidenced-based medicine. Meets state and national accreditation requirements for an approved Physician Assistant program. 54 hours lecture and 54 hours laboratory.

PHT-7 - Medical Pharmacology **4 units**
CSU

Prerequisite: PHT-4.

Corequisite: Concurrent enrollment in PHT-4, 5, 6 and 22B.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

Basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities-involved in the clinical use of drugs. Emphasis is placed on the physiological and biochemical actions, absorptions, distribution, metabolism, excretions and therapeutic use of drugs. This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. 72 hours lecture.

PHT-8 - Applied Clinical Skills III **3 units**
CSU

Prerequisite: PHT-4, 6, 7, and 22B.

Corequisite: Concurrent enrollment in PHT-9.

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 (ACLS and PALS), 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: PHT-5, 6, 7 and 22B.

Corequisite: Concurrent enrollment in PHT-8.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

A systematic approach to the theory of clinical medicine including the etiology, epidemiology and pathophysiology of human disease, illness and injury. The course focuses on the following medical specialties: pediatrics, general surgery, and emergency medicine. Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. 120 hours lecture.

PHT-10 - Clinical Nutrition 3 units**CSU**

Prerequisite: PHT-1, 2, and 3.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

General scientific principles 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 illness. The course covers the lifespan. Designed to meet the state and national accreditation requirements for an approved Physician Assistant program 54 hours lecture.

PHT-11 - Internal Medicine I 5 units**CSU**

Prerequisite: PHT-7 and 8.

Limitation on enrollment: Acceptance in the 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 in-patient rounds and outpatient clinics. This fulfills the state and accreditation requirements. 270hours laboratory.

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.

PHT-13 - General Surgery 5 units**CSU**

Prerequisite: PHT-7, 8 and 9.

Students are assigned to the Department of Surgery where, under supervision, they participate in a wide variety of patient care activities including in-patient rounds and outpatient clinics. This course fulfills the state and accreditation requirements. 270 hours laboratory.

PHT-14 - Surgery II Orthopedics 5 units**CSU**

Prerequisite: PHT-7, 8, and 9.

Students are assigned to the Department of Orthopedics where under physician supervision, they participate in a variety of patient care activities including in-patient rounds and outpatient clinics. The course fulfills the state and accreditation requirements. 270 hours laboratory.

PHT-15 - Pediatrics 5 units**CSU**

Prerequisite: PHT-7 and 9.

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. 270 hours laboratory.

PHT-16 - Women's Health (Obstetrics/Gynecology) 5 units**CSU**

Prerequisite: PHT-7 and 9.

Students are assigned to the Department of Obstetrics and Gynecology where, under physician supervision, they participate in a variety of patient care activities related to women's health. This course is designed to meet the state and national accreditation requirements for an approved Physician Assistant program. 270 hours laboratory.

PHT-17 - Family Practice 5 units**CSU**

Prerequisite: PHT-7 and 9.

Students are assigned to the Department of Family Medicine where, under physician supervision, they participate in a variety of patient care activities including inpatient rounds and outpatient clinics. 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. 270 hours laboratory.

PHT-18 - Psychiatry/Mental Health 5 units

CSU

Prerequisite: PHT-7 and 9.

Students are assigned to the Department of Psychiatry and Mental Health where, under physician supervision, they participate in a variety of patient care activities. Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. 270 hours laboratory.

PHT-19 - Emergency Medicine 5 units

CSU

Prerequisite: PHT-7, 8 and 9.

Students are assigned to the Department of Emergency Medicine where, under physician supervision, they participate in a variety of patient care activities. Designed to meet the state and national accreditation requirements for an approved Physician Assistant program. 270 hours laboratory.

PHT-20 - Medical Genetics 3 units

CSU

Prerequisite: PHT-1 and 2.

Limitation on enrollment: Acceptance into the Physician Assistant Program.

Introduces the principles of the human genome and human genetics. Emphasis is placed on understanding the role of genetic and environmental factors in maintaining health, prevention and management of disease in individuals and populations. Designed to meet the requisites in basic medical sciences for professional programs. 54 hours lecture.

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.

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.

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.

PHT-21D - Hospitalist Medicine 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 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.

PHT-22A - Clinical Anatomy, Physiology 3 units

and Pathophysiology

CSU

*Prerequisite: AMY-2A and 2B.**Corequisite: Concurrent enrollment in PHT-1, 2 and 3.*

Limitation on enrollment: Acceptance into the Physician Assistant Program.

A systems-based course comprehensive review of human anatomy and physiology with an emphasis on their clinical applications. The course includes pathophysiological processes that impact the human body that result in various disease processes. 54 hours lecture.

PHT-22B - Clinical Anatomy, Physiology 3 units

and Pathophysiology

CSU

*Prerequisite: PHT-22A.**Corequisite: Concurrent enrollment in PHT-5, 6, and 7.*

Limitation on enrollment: Acceptance into the Physician Assistant Program.

A systems-based comprehensive review of human anatomy and physiology with an emphasis on their clinical applications. The course includes pathophysiological processes that impact the human body that result in various disease processes. 54 hours lecture.

PHYSICS

- PHY-4A - Mechanics** **4 units**
 UC*, CSU (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D) (C-ID PHYS 205)
Prerequisite: None.
Corequisite: Concurrent enrollment in or prior completion of 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 (C-ID PHY 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D) (C-ID PHYS 210)
Prerequisite: PHY-4A.
Corequisite: Concurrent enrollment in or prior completion of 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 (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D)
Prerequisite: PHY-4A.
Corequisite: MAT-1B.
 Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.
- PHY-4D - Modern Physics** **4 units**
 UC, CSU (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D)
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 - Introduction to General Physics** **3 units**
 UC*, CSU
Prerequisite: MAT-52.
 A non-science major 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: Concurrent enrollment in or prior completion of PHY-10.
 An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

POLITICAL SCIENCE

- POL-1 - American Politics** **3 units**
 UC, CSU (C-ID POLS 110)
Prerequisite: None.
Advisory: REA-83 and qualification for ENG-1A.
 An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.
- POL-1H - Honors American Politics** **3 units**
 UC, CSU (C-ID POLS 110)
Prerequisite: None.
Advisory: REA-83 and qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors Program.
 This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.
- POL-2 - Comparative Politics** **3 units**
 UC, CSU (C-ID POLS 130)
Prerequisite: None.
Advisory: REA-83 and 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, issues, and policies 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 (C-ID POLS 130)
Prerequisite: None.
Advisory: REA-83 and qualification for ENG-1A.
Limitation on enrollment: Enrollment in the Honors Program.
 A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

PHYSIOLOGY AND ANATOMY
 See [ANATOMY AND PHYSIOLOGY](#)

POL-3 - Introduction to Politics **3 units**
UC, CSU (C-ID POLS 150)

Prerequisite: None.

Advisory: REA-83 and qualification for ENG-1A.

An introduction to Political Science as a field of study and to the major concepts, theories, methods, and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, and Political Theory as well as to methods of political science research. 54 hours lecture.

POL-4 - Introduction to World Politics **3 units**
UC, CSU (C-ID POLS 140)

Prerequisite: None.

Advisory: REA-83 and 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 (C-ID POLS 140)

Prerequisite: None.

Advisory: REA-83 and 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. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5 - The Law and Politics **3 units**
UC, CSU

Prerequisite: None.

Advisory: REA-83 and qualification for ENG-1A.

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-6 - Introduction to Political Economy **3 units**
(Same as ECO-6)
UC, CSU

Prerequisite: None.

Advisory: REA-83 and 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 **3 units**
Policy Development
CSU

Prerequisite: None.

Advisory: REA-83 and 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: REA-83 and 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.

PSYCHOLOGY

PSY-1 - General Psychology **3 units**
UC, CSU (C-ID PSY 110)

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 (C-ID PSY 150)

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 (C-ID PSY 180)

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

UC, CSU (C-ID PSY 205B)

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.

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 - Foundations for College Reading 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 - College Reading and Strategies 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 - College Reading and Thinking 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.)

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

SOCIOLOGY
SOC-1 - Introduction to Sociology **3 units**
UC, CSU (C-ID SOCI 110)

Prerequisite: None.

Advisory: ENG-50.

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 (C-ID SOCI 130)***Prerequisite: None.**Advisory: SOC-1 and ENG-50.*

Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

SOC-20 - Introduction to Criminology 3 units**UC, CSU (C-ID SOCI 160)***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 (C-ID SOCI 120)***Prerequisite: SOC-1.*

Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture.

SPANISH**SPA-1 - Spanish 1 5 units****UC*, CSU (C-ID SPAN 100)***Prerequisite: None.**Advisory: Completion of placement test to assess level of proficiency in Spanish.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1, SPA-1H, or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

SPA-1H - Honors Spanish I 5 units**UC, CSU (C-ID SPAN 100)***Prerequisite: None.**Advisory: Completion of placement test to assess level of proficiency in Spanish.**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 receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

SPA-2 - Spanish 2 5 units**UC, CSU (C-ID SPAN 110)***Prerequisite: SPA-1, 1H, or 1B or qualifying placement level on the Spanish assessment test or the equivalent.*

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. (Letter Grade, or Pass/No Pass option.)

SPA-2H - Honors Spanish 2 **5 units****UC, CSU (C-ID SPAN 110)**

Prerequisite: SPA-1, 1H, or 1B or qualifying placement level on the Spanish assessment test or the equivalent.

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. (Letter Grade, or Pass/No Pass option.)

SPA-3 - Spanish 3 **5 units****UC*, CSU (C-ID SPAN 200)**

Prerequisite: SPA-2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent.

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. (Letter Grade, or Pass/No Pass option.)

SPA-3N - Spanish for Spanish Speakers **5 units****UC*, CSU (C-ID SPAN 220)**

Prerequisite: SPA-2, 2H or qualifying placement level on the Spanish assessment test or the equivalent.

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. (Letter Grade, or Pass/No Pass option.)

SPA-4 - Spanish 4 **5 units****UC, CSU (C-ID SPAN 210)**

Prerequisite: SPA-3 or 3N or qualifying placement level on the Spanish assessment test or the equivalent.

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. (Letter Grade, or Pass/No Pass option.)

SPA-8 - Intermediate Conversation **3 units****UC, CSU**

Prerequisite: SPA-2, 2H, 3, 3N or 4.

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.)

SPEECH COMMUNICATION
See [COMMUNICATION STUDIES](#)

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 Games and Exercises **3 units**
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.

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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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 orientation 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 orientation 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.

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. (Non-degree, non-credit course.)

SENIOR CITIZEN EDUCATION

For information about Senior Citizen Education courses, contact the Young @Heart Program . The telephone number is (951) 328-3811.

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



FABIAN BIANCARDI PROFESSOR POLITICAL SCIENCE

The Faculty Lecture is one of the most prestigious events within the Riverside Community College District. Each year, faculty members from across the District, nominate and vote for a peer for the honor as that year's faculty lecturer. The first lecture event was held in 1961 and is held each year in May. Since then it has grown in stature with the lecturer presenting his body of work at each of the District's three campuses.

In 2016, Moreno Valley College's Fabian Biancardi, professor, Political Science was selected to present the lecture. Biancardi earned a Ph.D. and master's degree from the prestigious London School of Economics & Political Science. He began his teaching career as a tenured lecturer of Political Science and International Relations at Richmond, The American International University in London, for 11 years before moving to the states and joining the faculty at Moreno Valley College in 2001. Biancardi earned the rank of full professor in 2012. In addition to this teaching and research pursuits, he serves as the assistant chair of the Humanities and Social Science Department at MVC.

Biancardi is a published author and in demand as a lecturer. In 2003, he published *Democracy and the Global System*, an analysis of the relationship between liberal democracy and the global system, while developing a critique of liberal internationalism. He has lectured at Imperial College in London, been invited to speak at the Atlantic Council of the United Kingdom Conference on Democracy, and taught at The American International University in London.

Biancardi's Lecture: Outlier Nation: The Other Side of American Exceptionalism

The lecture attempted to demonstrate that in many critical areas such as income and wealth inequality; poverty rates; access to and cost of healthcare; and crime, violence, and incarceration rates, other wealthy liberal democracies are actually coping quite well comparatively. The United States may well be exceptional, but not always in a positive sense. All nation-states, like fingerprints, are unique. They are forged by historical trajectories that no other nation can pass through in exactly the same way. Their identities are shaped by experience, cultures, and manner of social institutions as well as by myths and historical memories. In the words of Benedict Anderson, nations are "imagined communities." They also are continuously fashioned and refashioned by what Eric Hobsbawm referred to as "the invention of tradition." And yet, there are many similarities between types of nation-states. For example, established liberal democratic ones share many of the same kinds of civil society and political institutions as well as the values that inform them.

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	CHI, WINSTON	Associate Professor, Economics
B.A., St. Edward's University; M.A., New Mexico State University. At Riverside Community College District since 2000.		B.S., Stanford University; M.A., University of California, Irvine. At Riverside Community College District since 2009.	
BACIUNA, NICOLAE	Associate Professor, Mathematics	CLARK, DANIEL H.	Professor, English
B.S., M.S., University of California, Riverside. At Riverside Community College District since 2008.		B.A., Colorado State University; M.A., Indiana University; Ph.D., University of California, Davis. At Riverside Community College District since 1999.	
BALENT, AMY E.	Associate Professor, Art	CONYERS, LISA A.	Associate Professor, Spanish
BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College District since 2001.		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.	
BANKS, JAMES	Associate Professor, Human Services	DRAKE, SEAN D.	Associate Professor, Mathematics
B.S., University of Wisconsin, Whitewater; M.S.W., University of Wisconsin, Madison. At Riverside Community College District since 2002.		B.S., M.S., University of California, Riverside. At Riverside Community College District since 2000.	
BARBOZA, MATTHEW M.	Associate Professor, Computer Information Systems	DUMER, OLGA	Associate Professor, English as a Second Language
B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College District since 2001.		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.	
BHATTACHARYA, DEBADARSHI (Dipen)	Associate Professor, Physics	ELDER, GREGORY P.	Professor, History
M.S., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College District since 2001.		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.	
BIANCARDI, FABIAN A.	Professor, Political Science	FAST, MATTHEW	Associate Professor, Computer Information Systems
B.A., Richmond College, London; M.Sc., Ph.D., London School of Economics. At Riverside Community College District since 2001.		B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.	
BRIGGS, CORDELLA.	Associate Professor, English	FLOERKE, JENNIFER	Assistant Professor, Communication Studies
B.A., Oakwood College; M.A., Andrews University; Ph.D., Howard University. At Riverside Community College District from 1988-1998, and since 2001.		B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2015.	
BROYLES, LARISA	Associate Professor, Anthropology	FONTAINE, ROBERT	Associate Professor, Emergency Medical Services
B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.		B.A., University of La Verne; M.A., Chapman University. At Riverside Community College District since 2004.	
BYOUS, ROSSLYNN	Assistant Professor, Physician Assistant	FOSTER, DONALD T.	Associate Professor, Music
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.		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
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino; Ph.D., The Union Institute Graduate School. At Riverside Community College 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., Ed.D., 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.
- MARQUIS, ANYA-KRISTINA** Assistant Professor,
Geography
B.A., University of California, Los Angeles; M.A., California State University, Fullerton. 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.
- 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.
- MONTES, BONNIE** Associate Professor,
Counseling
M.A., California State University, Dominguez Hills. At Riverside Community College District since 2011.
- 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** 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.
- 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.
- 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** Associate 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.
- TENPAS, CYNTHIA** Associate Professor,
Library 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.
- 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.** 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.

ZAPATA, VALARIE Associate Professor,
English
B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

MORENO VALLEY COLLEGE ADMINISTRATION

CHAVEZ, LISA Director,
Student Support Services Grant
B.A., University of Texas at Austin; M.A., University of California, Los Angeles. At Riverside Community College District since 2011.

CLIFTON, JAMIE Director,
Enrollment Services
A.S., Riverside City College. At Riverside Community College District since 2002.

CLOWNEY, MICKI Director,
Upward Bound Math and Sciences
M.A., University of Southern California. At Riverside Community College District since 2013.

CUZ, JULIO Technology Support Services Manager
A.S., Riverside City College; B.S., California Baptist University. At Riverside Community College District since 1996.

FOSTER, DYRELL Vice President,
Student Services
Ph.D., University of Southern California. At Riverside Community College District since 2014.

GODIN, NORM Vice President,
Business Services
M.S., Rochester Institute of Technology. At Riverside Community College District since 2006.

GONZALEZ, JULIO Director,
Middle College High School
B.A., University of California, Riverside; M.A., University of Redlands. At Riverside Community College District since 2001.

GRAVEEN, MELODY Dean of Instruction,
Career and Technical Education
B.S., Excelsior College; M.S., Ed.D., Capella University. At Riverside Community College District since 2015.

HLEBASKO, JULIE Assistant Manager,
Food Services
At Riverside Community College District since 2012.

MAYO, SANDRA President
B.A., University of California, Riverside; M.S., West Coast University; Ed.D., University of Southern California. At Riverside Community College District since 2012.

MOISE-SWANSON, DOMINIQUE Outcomes Assessment
Specialist
B.A., University of California, Los Angeles; M.A., University of California, Berkeley. At Riverside Community College District since 2004.

MORGAN, KENNETH Assistant Custodial Manager
At Riverside Community College District since 2005.

PISA, SHEILA Interim Dean,
Institutional Effectiveness
Professor, Mathematics
A.A.S., SUNY Agricultural and Technical College, Morrisville, New York; B.S., M.S., California Polytechnic University, San Luis Obispo; Ed.D., Pepperdine University. At Riverside Community College District since 1991.

PRATT, LINDA Director,
Student Financial Services
B.A., Ashford University. At Riverside Community College District since 2012.

RECINOS, JOSE Director,
Facilities
A.A., Santiago Canyon College. At Riverside Community College District since 2014.

RUBALCABA, MAUREEN Associate Dean,
Grants and College Support Programs
B.A., M.A., Chapman University. At Riverside Community College District since 2004.

SHENTON, THOMAS Sergeant
B.S., California State University, San Bernardino. At Riverside Community College District since 2014.

SMITH, NICOLE Director,
Disabled Student Programs and Services
At Riverside Community College District since 2015.

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 2007.

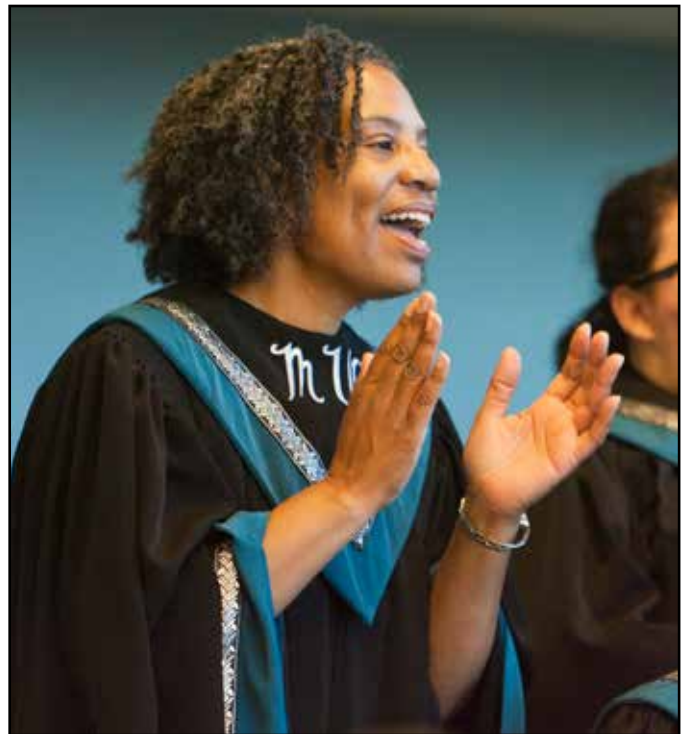
TURNIER, ARTHUR **Dean of Instruction,
Public Safety Education and Training**
B.A., University of the State of New York, Regents College; M.A.,
California State University, San Bernardino. At Riverside Community
College District since 2015.

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.

WONG, MICHAELPAUL **Dean,
Student Services (Counseling)**
B.A., University of California, Irvine; B.Ed., University of Vermont;
Ph.D., University of Southern California. At Riverside Community
College District since 2015.

YOSHINAGA, ANN **Associate Dean,
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.







Section VIII
DISTRICT

RCCD**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Moreno Valley College16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100 • www.mvc.edu

Academic Affairs	571-6351	Extended Opportunity Programs and Services	571-6253
Academic Departments:		Facilities Office	571-6113
Business, and Information Technology Systems	571-6125	Fire Technology	571-6197
Communications	571-6325	Foster Youth Support Services	571-6110
Health, Human, and Public Services	571-6284	Health Services	571-6103
Humanities and Social Sciences	571-6134	Information Services	571-6116
Mathematics	571-6125	Institutional Research and Assessment	571-6303
Natural Sciences and Kinesiology	571-6125	Instructional Media Center	571-6201
Public Safety Education and Training	571-6300	KMVC TV, Channel 17	571-6100 x 4317
Academic Counseling and Educational Services (ACES)	571-6275	Law Enforcement Programs	571-6316
Admissions	571-6101	Library	571-6356
Assessment and Placement Testing	571-6427	Mailroom	571-6145
Bookstore	571-6107	Math Lab	571-6232
Business Services	571-6342	Matriculation	571-6131
Career and Transfer Center	571-6205	Middle College High School	571-6463
College Police	571-6190	Outreach	571-6273
Computer and Study Center	571-6483	Physician Assistant Program	571-6166
Computer Lab	571-6127	Police Dispatch	222-8171
Counseling	571-6104	President's Office	571-6161
Dean of Career & Technical Education	571-6292	Puente Program	571-6240
Dean of Institutional Effectiveness	571-6146	Student Activities	671-6105
Dean of Instruction	571-6163	Student Government	571-6268
Dean of Public Safety Education and Training	571-6314	Student Services Upward Bound Math and Science	571-6382
Dean of Student Services	571-6335	Student Financial Services	571-6139
Dean of Student Services (Counseling)		Title V Office	571-6260
Dental Hygiene/Assisting Program	571-6433	Tutorial Services	571-6167
Disabled Student Services	571-6138	Veterans Services	571-6157
Early Childhood Education Center	571-6214	Web Development	571-6380
Emergency Medical Services	571-6395	Workforce Preparation	571-6154
Employment Placement	571-6414	Writing and Reading Center	571-6128

Norco College2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcollege.edu

Academic Departments		Health Services	372-7046
Art, Humanities and World Languages	372-7076	Honors Program	739-7846
Business	372-7067 or 372-7079	Library/Resource Center	739-7896
Communications	372-7067	Outreach	739-7856
Engineering and Information Technologies	372-7067	Parking	739-7895
Mathematics and Sciences	372-7079	Puente Program	372-7146
Social and Behavioral Sciences	372-7076	STEM	739-7806
Admissions and Records	372-7003	Student Activities	372-7007
Assessment Center	372-7176	Student Employment	372-7190
Bookstore	372-7085	Student Financial Services	372-7009
CalWORKs	372-7052	The Talented Tenth Program (T3p)	372-7148
College Police	372-7088	Transfer Center	372-7043
24-Hour Dispatch Center	222-8171	Student Support Services	372-7163
College Receptionist	372-7044	Upward Bound Programs	739-7819
Counseling	372-7101	Tutorial	372-7143
Dean of Instruction	372-7018	Veterans Services	372-7142
Dean of Instruction, Career and Technical Education	372-7000		
Dean of Student Services	372-7081		
Disability Resource Center	372-7070		
Extended Opportunity Programs and Services	372-7128		

Riverside City College

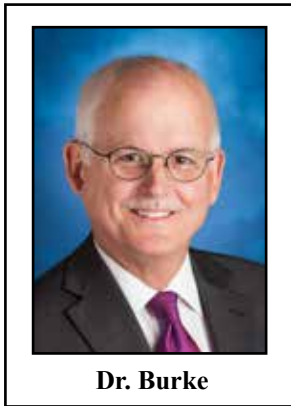
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Academic Affairs	222-8053	College Police Parking Services	222-8090
Academic Departments:		Disability Resource Center	222-8060
Applied Technology	222-8491	Diversity and Equity Compliance	222-8435
Art	222-8339	Division Deans	
Behavioral Sciences	222-8540	Fine and Performing Arts	222-8399
Business and Info Tech Services	222-8551	Languages, Humanities & Social Sciences	328-3881
Chemistry	222-8533	Math, Science & Kinesiology	222-8729
Communication Studies	222-8540	Nursing	222-8818
Cosmetology	222-8185	EOPS and Care	222-8122
Counseling	222-8440	Extended Opportunity Programs and Services	222-8045
Early Childhood Education	222-8491	Foster and Kinship Care Education	222-8937
Economics, Geography, Political Science	222-8540	Foster Youth Support Services	222-8251
English & Media Studies	222-8519	Gateway College and Career Academy	222-8934
History, Humanities, Philosophy	222-8540	Human Resources	222-8588
Kinesiology	222-8421	International Student Center	222-8160
Library and Learning Resources	222-8654	Math and Learning Center	222-8000 Ext. 4100
Life Sciences	222-8533	Outreach	222-8574
Math	222-8533	Performance Riverside	222-8100
Performing Arts	222-8339	Student Activities	222-8570
Physical Science	222-8533	Student Financial Services	222-8710
School of Nursing	222-8760	Student Health and Psychological Services	222-8151
World Languages	222-8519	Transcript Office	222-8603
Admissions and Records	222-8600	Transfer Center	222-8446
Art Gallery	222-8358	Trio Student Support	222-8227
Bookstore	222-8140	Tutorial	222-8168
Calworks	222-8964	Veterans Office	222-8602
Career and Technical Education	222-8131	Writing and Reading Center	222-8632
College Police 24 Hour Dispatch	222-8171		





RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



OFFICE OF THE CHANCELLOR

Dr. Michael Burke
Chancellor

Ms. Chris Carlson
Chief of Staff and Facilities Development

Ms. Margaret Cartwright
Associate Vice Chancellor, Strategic Communications
and Institutional Advancement

OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES

Dr. Michael Reiner
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, Institutional Research and Strategic Planning

OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Mr. Aaron Brown
Vice Chancellor, Business and Financial Services

Mr. Richard Herman
Associate Vice Chancellor, Information Technology
and Learning Services

OFFICE OF THE VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES

Ms. Sylvia Thomas
Acting Vice Chancellor, Diversity and Human Resources

DISTRICT CURRICULUM COMMITTEE

Mr. Greg Burchett
Committee Member
Riverside Curriculum Committee Chair

Mr. Brian Johnson
Committee Chair
Norco Curriculum Committee Chair

Vacant
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Dr. Carolyn Quin
Committee Member
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 Alford, 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. Warmington 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 INSTITUTIONAL ADVANCEMENT

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

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, 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 \$6.5 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.

The RCCD Foundation, in partnership with RCCD, is launching **Invest in Excellence**, a comprehensive effort to secure private support for District and college priorities that will culminate in 2016 when Riverside City College celebrates its 100th anniversary, coinciding with the 25th 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.

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

Open Campus is responsible for distributing online-based courses and conducting online-based technology training for faculty. 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.

*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/. 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 disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/Pages/ferpa.aspx for more information.)

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

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions 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.

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Education Code Section 70902(b)(3);
Title 5 Sections 55060, 55063-55064, and 53200(b)
Board Policy 4100
AP 4100

The College grants the degrees of Associate of Arts and Associate of Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

For the Associate of Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 15 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Additional degree requirements include a five (5) semester unit minimum in health education and self-development.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree.

Students who have been awarded a bachelor's degree from a regionally-accredited institution will be exempt from the general education and the additional degree requirements in health education and self-development should they pursue an associate of arts or science degree at one of the District's colleges.

Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the District catalog and must be filed with the California Community College Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District. Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion or certificate of competency.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

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.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

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.

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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 or 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/Pages/BoardPolicies.aspx, www.rccd.edu/administration/humanresources from the Diversity and Human Resources Department, or on the State Chancellor's Web page at 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:

Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
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, Sections 59300 et seq., the District will complete the investigation

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, 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.
- 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:

Diversity, Equity and Compliance
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508-2449
(951) 222-8039
www.rccd.edu

o con:

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).

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: www.rccd.edu/administration/board/Pages/BoardPolicies.aspx.)

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 periodo 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.

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Address

June 2015

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In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Sandra Mayo

.....
President





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For information about college publications, please contact:

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RIVERSIDE COMMUNITY COLLEGE DISTRICT

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