

ILA-3**Student Resiliency****1 Unit***Prerequisite: None*

Description: This participatory course trains students how to attain, foster, and utilize skills that may support academic success in the face of adversity. The course includes theories of resiliency, workshops on strategies for resilience and academic success, problem-solving applications, and network building. 18 hours lecture. (Non-degree credit course) (Letter grade only)

ILA-800**Supervised Tutoring****0 Units***Prerequisite: None*

Corequisite: Student must be enrolled in at least one other non-tutoring course.

Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.)

JOURNALISM

JOU-7**Mass Communications****3 Units**

(C-ID:JOUR 100)

UC, CSU

*Prerequisite: None**Advisory: ENG-50 or ENG-80 or qualifying placement into ENG 1A.*

Description: Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture. (Letter grade only)

JOU-20A**Newspaper: Beginning****3 Units**

(C-ID:JOUR 130)

CSU

*Prerequisite: None**Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8*

Description: Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20B**Newspaper: Intermediate****3 Units**

CSU

Prerequisite: JOU-20A

Description: Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20C**Newspaper: Advanced****3 Units**

CSU

Prerequisite: JOU-20B

Description: Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20D**Newspaper: Professional****3 Units**

CSU

Prerequisite: JOU-20C

Description: Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

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.

KIN-4**Nutrition****3 Units**

UC, CSU

Prerequisite: None

Description: The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

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.

WRITING CLINIC

ENG-885

Writing Clinic

0 Units

Transfer: Prerequisite: None

Description: Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (Non-credit course.)(TBA option)

ENGLISH AS A SECOND LANGUAGE

ESL-801

ESL Support for Career and Technical Programs

0 Units

Transfer: Prerequisite: None

Advisory: ESL-53

Description: This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.)

READING CLINIC

REA-887

Reading Clinic

0 Units

Transfer: Prerequisite: None

Description: This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Non-credit course.)



<u>Required Core Courses (18 units)</u>		<u>Units</u>
CON-62	Blueprint Reading	3
CON-73	Project Planning for Site Construction	3
CON-74	Construction Estimating	3
CON-80	Construction Scheduling	3
ENE-27	Technical Communications	3
MAG-51	Elements of Supervision	3

<u>Electives (6-7 units)</u>		<u>Units</u>
CON-63A	Uniform Building Codes and Operations	3
CON-64	Office Procedure and Field Inspection	3
CON-66	National Electrical Code	3
ELE-77	Electrical Theory	3
ELE-408	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE-409	Electrician Specialty Systems	3.5
ELE-424	Intro to Digital Electronics & Signaling Devices	3.5
ELE-425	Management/Alarms/Codes/Circuits	3.5

Required Major Total **24-25 Units**

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

ACCOUNTING BASICS FOR SMALL BUSINESS NON-CREDIT CERTIFICATE OF COMPLETION

NCC8009

(September 2019 Addendum)

The Accounting Basics for Small Business Certificate provides students with an understanding of basic accounting, including QuickBooks procedures. The skills and knowledge covered in this program will enable students to get a job in the field or advance in their current career. This certificate also serves as a gateway into other noncredit and credit programs.

Program Learning Outcomes:

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

1. Understand the basic components of the primary financial statements - balance sheet, income statement, and cash flow statement.
2. Understand the interaction between different statements and individual accounting entries.
3. Apply these basic accounting concepts to a small business.
4. Use the knowledge from this class as a foundation for working with an accounting software package.

<u>Required Courses (48 hours)</u>		<u>Hours</u>
ACC-801	Setting Up QuickBooks for Small Business	16
ACC-802	Monthly Procedures Using QuickBooks	16
ACC-803	Year End Procedures with QuickBooks	16
Total Hours		48 Hours

SCT-200 - Supply Chain Technology Work Experience**1-2-3-4**

CSU

*Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (August 2019 Addendum)

THE-200 - Theatre Arts Work Experience**1-2-3-4**

CSU

*Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (August 2019 Addendum)

NEW NON-CREDIT COURSES

ACC-801 - Setting up Quickbooks for Small Business**0***Prerequisite: None*

Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only) (August 2019 Addendum)

ACC-802 - Monthly Procedures using QuickBooks**0***Prerequisite: None*

Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only) (August 2019 Addendum)

ACC-803 - Year End Procedures with Quickbooks**0***Prerequisite: None*

Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only)

(August 2019 Addendum)

ELE-810 - Survey of Electronics**0***Prerequisite: None*

Basic electronic theory featuring electron-flow, Ohm's, Watt's, and Kirchoff's Laws, analog DC and AC devices, circuits, parameters and equations, diodes, transistors, thyristors, digital logic, integrated circuits, power supplies, amplifiers, oscillators, with laboratory test and measurement equipment. 63 hours lecture and 27 hours laboratory. (Pass/No Pass or Letter Grade)

(August 2019 Addendum)

ELE-855 - Occupational Safety and Health Administration (OSHA) Standards for General Industry**0***Prerequisite: None*

Covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive either an OSHA 10 hour general industry or construction industry training completion card. 18 hours lecture. (Pass/No Pass or Not graded)

(August 2019 Addendum)

ELE-874 - Industrial Wiring and Controls**0***Prerequisite: None*

Industrial controls and electrical wiring of modern facilities, manufacturing, or warehousing. Included will be production equipment, conveyor systems, hydraulic and pneumatic controls, power distribution, blueprint reading, electrical control wiring, PLC (programmable logic controller) control wiring, VFD (variable frequency drives) wiring and programming. 54 hours lecture and 54 hours laboratory. (Pass/No Pass or Letter Grade)

(August 2019 Addendum)

ENE-862 - Math for Automated Systems**0***Prerequisite: None*

Course concepts from arithmetic, algebra, geometry and scientific notation, extended and applied to problems in automation technology from electrical and mechanical engineering, including metal work, welding, and building energy systems. 54 hours lecture. (Pass/No Pass or Letter Grade)

(August 2019 Addendum)

MAN-856 - CNC Machine Set-Up and Operation**0***Prerequisite: None*

Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will set up and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. 54 hours lecture and 54 hours laboratory. (Pass/ No Pass or Letter Grade)

(August 2019 Addendum)

Prerequisite: None

Introduction to manual CNC program writing. This course includes the Cartesian coordinate system, absolute/incremental programming, circular interpolation, cutter radius compensation, canned cycles, and other programming techniques related to CNC machine tools. Students will gain hands-on experience with CNC machine tools. 36 hours lecture and 54 hours laboratory. (Pass/No Pass or Letter Grade)
(August 2019 Addendum)

INFORMATIONAL CORRECTIONS

Course Corrections

ART-5

(August 2019 Addendum)

The incorrect title and description for ART-5 are listed in the 2019-2020 catalog. The correct title and description are below.

ART-5

History of Non-Western Art
UC, CSU

3 Units

Prerequisite: None

Advisory: ENG-1A and college level reading recommended

Description: An introductory survey of the arts of non-European cultures. History, form, functions, and aesthetics will be discussed in an overview of the arts of 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.)

BIO-55

(September 2019 Addendum)

The prerequisites for this courses were missing the option of CHE-3. The complete course description with corrected prerequisites are below.

BIO-55

Microbiology (formerly MIC-1)
UC, CSU

4 Units

Prerequisite: CHE-2A or CHE-2B or CHE-3, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H

Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

EAR-35

(September 2019 Addendum)

EAR-35 was erroneously included in the catalog and is no longer offered at Norco College.

ENG-35

(August 2019 Addendum)

The title for this course was incorrect in the catalog and should be listed as “Women in Literature.”