# COLLEGE CATALOG

# 2022-23

NORCO COLLEGE

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## RIVERSIDE COMMUNITY COLLEGE DISTRICT

# NORCO COLLEGE

### Wolde-Ab Isaac, Ph.D., Chancellor
### Riverside Community College District

### Monica L. Green, Ed.D.
### President, Norco College

## BOARD OF TRUSTEES

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Mary Figueroa . . . . . Member
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All information contained in the 2022-23 Catalog is current as of March 2022. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

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: https://www.rccd.edu/bot/Pages/policies.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 at (951) 222-8039, 3801 Market Street, Riverside, CA 92501.

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

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# GREETINGS FROM OUR PRESIDENT

*The faculty, staff, and administration of Norco College welcome you!*

I am delighted that you chose Norco College to continue your educational journey. The faculty, staff, and administration welcome you!

This catalog is a compilation of courses, programs, support services, degree offerings, and transfer information that you will need in order to complete your academic goal. I encourage you to use the catalog as your planning resource guide to explore all of the opportunities, services, and programs that Norco College offers.

Our mission is to serve our students by providing transformational educational opportunities with the support of talented, creative, and innovative faculty and staff who are dedicated to your success.

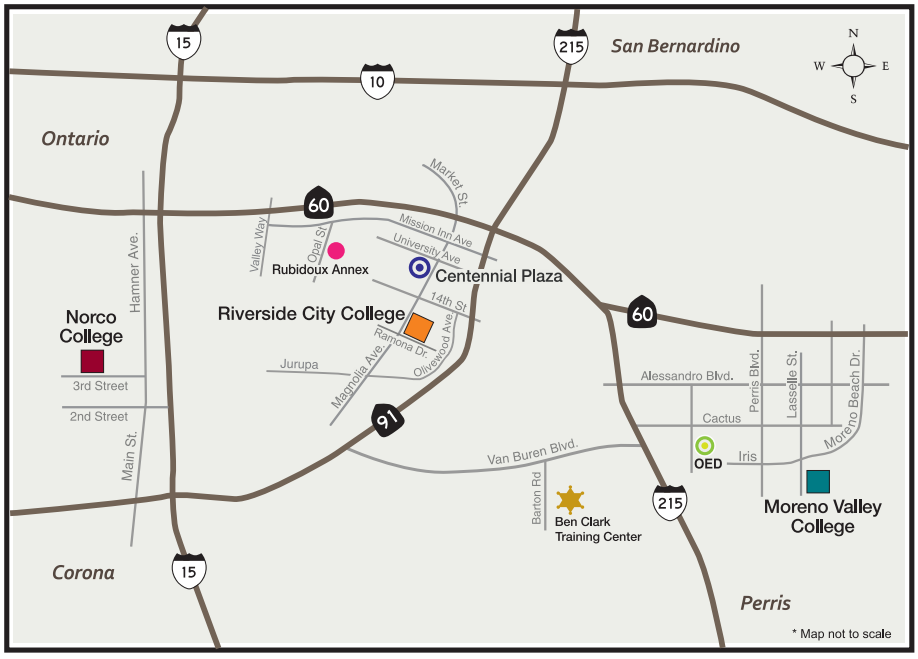
On behalf of the RCCD Board of Trustees and our college, I wish you the best in your educational endeavors. We are committed to providing student access, equity, and success.

Sincerely,

Monica L. Green, Ed.D.
President

# RIVERSIDE COMMUNITY COLLEGE DISTRICT
## NORCO COLLEGE

2001 Third Street
Norco, CA 92860-2600
(951) 372-7000
www.norcocollege.edu




**Moreno Valley College**
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6100

**Norco College**
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000

**Riverside City College**
4800 Magnolia Avenue
Riverside, CA 92506-1299
(951) 222-8000

**Ben Clark Training Ctr.**
16791 Davis Avenue
Riverside, CA 92518
(951) 571-6300

**RCCD Office of Economic Development (OED)**
23555 Meyer Drive
Riverside, CA 92518
(951) 571-6474

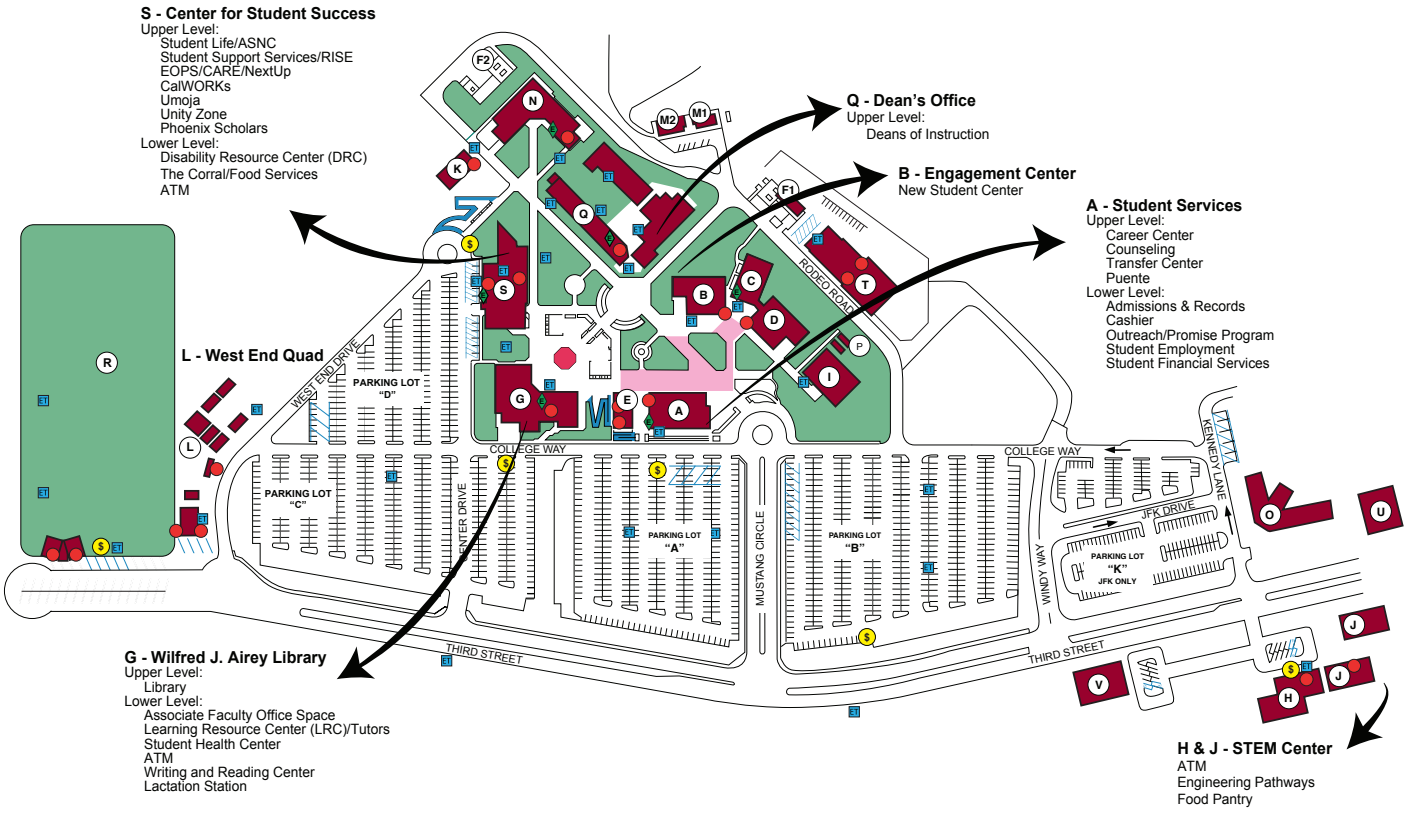
**Rubidoux Annex**
4250 Opal Street
Jurupa Valley, CA 92509
(951) 328-3790

**Centennial Plaza:**
Center for Social Justice and Civil Liberties
3855 Market Street
Riverside, CA 92501

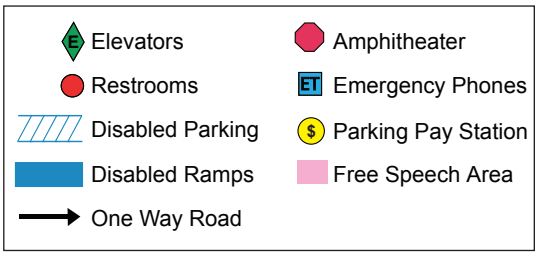
RCC Coil School for the Arts
3890 University Avenue
Riverside, CA 92501

RCC Culinary Arts Academy & RCCD District Offices
3801 Market Street
Riverside, CA 92501
(951) 222-8800

# NORCO COLLEGE




| | | | |
|---|---|---|---|
| A | Student Services - (SSV) | L | West End Quad - (WEQ) |
| B | Science & Technology - (ST) | M | Facilities |
| C | Theater - (THTR) | N | Applied Technology - (ATEC) |
| D | Humanities - (HUM) | O | John F. Kennedy Middle College High School (JFK) |
| E | College Safety and Police<br>College Resource Center | P | Portables A & B (Faculty Offices) |
| F | Central Plants | Q | Industrial Technology (IT) |
| G | Wilfred J. Airey Library - (LIBR) | R | Sports Complex |
| H | STEM Center 100 | S | Brenda and William Davis Center for Student Success (CSS)<br>The Corral (Cafeteria and Dining Room) |
| I | Bookstore | T | Operations Center (OC) |
| J | STEM Center 200 & 300 | U | Center for Workforce Innovation (CWI) Norco Business Park |
| K | Center for Applied and Competitive Technologies (CACT) | V | Veterans Resource Center (VRC) |



# NORCO COLLEGE ADMINISTRATION

**Monica L. Green, Ed.D.**
President

**Michael Collins, Ed.D.**
Vice President, Business Services

**Kaneesha Tarrant, Ed.D.**
Vice President, Student Services

**Samuel Lee, Ed.D.**
Vice President, Academic Affairs

**Kevin Fleming, Ph.D.**
Vice President, Planning and Development

**Greg Aycock, Ph.D.**
Dean, Institutional Effectiveness

**Mark DeAsis**
Dean, Admissions & Records

**Quinton Bemiller, Ed.D.**
Dean of Instruction, School of Arts and Humanities and School of Social and Behavioral Sciences

**Jason Parks, Ed.D.**
Dean of Instruction,
School of STEM and School of Business and Management
Director, Title III STEM Grant

**Mark Hartley, Ed.D.**
Dean, Student Life

**Tenisha James, Ed.D.**
Dean, Student Services

**Daniela McCarson**
Dean, Special Funded Programs

**Damon Nance**
Dean, Technology and Learning Resources

**Gustavo Oceguera, Ed.D.**
Dean, Grants and Student Equity Initiatives

**Ashley Etchison**
Associate Dean of CTE

**Juan Alvarez**
Associate Dean, Special Programs

**Miriam Carrillo**
Director, Upward Bound

**Hortencia Cuevas**
Director TRIO - Student Support Services Programs

**Maria Gonzalez, Ed.D.**
Director, Student Financial Services

**Greg Ferrer, Ed.D.**
Director, Disability Resource Center

**Carlos Vasquez**
Interim Apprenticeship Director,
Career & Technical Education

**Cathleen Chou**
Interim Director, Health Services

**David Schlanger**
Program Manager, Title V Grant

**Steven Marshall**
Director, Facilities

**Maureen Sinclair, Ed.D.**
Director, Dual Enrollment and College Transition

**Valorie Piper**
Program Director,
National Center for Supply Chain Automation

**Travonne "Trae" Bell**
Manager, Facilities, Grounds and Utilization

**Jasson Baker**
Custodial Manager

**Antonio Muniz**
Assistant Manager, Food Services

**Sergeant Jim Rossum, Jr.**
Safety and Police

**An update to the academic calendar is in progress due to the observance of the Juneteenth holiday. An updated calendar will be posted in a later addendum.**

# Riverside Community College District

## 2022-2023 ACADEMIC CALENDAR

### June 2022

| 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 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

### July 2022

| S | M | T | W | Th | F | S |
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| | | | | | 1 | 2 |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

### August 2022

| 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 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

### September 2022

| 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 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

### October 2022

| 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 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

### November 2022

| 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 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

### December 2022

| S | M | T | W | Th | F | S |
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| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### January 2023

| 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 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

### February 2023

| 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 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

### March 2023

| 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 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

### April 2023

| 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 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

### May 2023

| 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 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

### June 2023

| 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 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

- Required Day for New Faculty - August 16
- FLEX Days
  Fall: August 17, 18 and 19
  Spring: February 10
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Commencement (June 9)
- Classes Not in Session
- Summer Session 2022
  June 20 - July 29 (6 weeks)
  Weekend Classes: June 25 - July 24
- Fall 2022
  August 22 - December 17
  Weekend Classes: August 27 - December 10
- Winter Session 2023
  January 3 - February 9 (6 weeks)
  Weekend Classes: January 7 - February 5
- Spring 2023
  February 13 - June 9
  Weekend Classes: February 25 - June 4
- Final Exams
  Fall: December 11 - 17
  Spring: June 2 (evening) - June 9 (morning)

* June 2 - Day Classes Meet as usual / Late Afternoon and Evening Classes Meet Friday for Final Exams
** June 9 - Morning and Early Afternoon Final Exams and Evening Commencement

**For final exam schedule, please refer to the Class Schedule.**
**Graduation: June 10, 2022. The application deadline to walk in the Commencement Ceremony is April 1, 2022**

# RIVERSIDE COMMUNITY COLLEGE DISTRICT FEE SCHEDULE

| Fee Type | Amount |
|---|---|
| Enrollment Fee | $46.00 per unit |
| Nonresident Surcharge[1] | $332.00 per unit |
| Out of Country Surcharge[2, 3] | $16.00 per unit |
| Health Services Fee[4] | $20.00 Fall & Spring Terms<br>$17.00 Summer & Winter Terms |
| Student Services Fee<br>*Can be waived if Student Services Fee Waiver is submitted to Student Activities office before last day to add course* | $20.00 Fall & Spring Terms<br>$10.00 Summer & Winter Terms |
| Parking Permit: Auto[4, 5]<br>*Parking in student lots only.*<br>*If eligible for a refund student must return the permit to Parking Services immediately* | $50.00 or $30.00 CCPG Fall & Spring Terms<br>$25.00 Summer Term<br>$0 Winter Term |
| Parking Permit: Motorcycle[4, 5]<br>*Parking in student lots only* | $15.00 Fall, Spring, & Summer Terms<br>$0 Winter Term |
| Transportation Fee<br>*Allows the use of the College ID Card as an RTA bus pass. (See website for more information)* | To Be Determined |
| Audit Fee | $15.00 per unit |
| Transcript[6]<br>*First two transcripts free (see website for more information)* | $7.00 per transcript; processing: 3-4 business days<br>$17.00 per transcript; processing: 1 business day<br>$20.00 per transcript; processing: same day |
| Unofficial Transcript<br>*Unofficial transcripts can be accessed free of charge through MyPortal/ WebAdvisor* | $1.00 |
| Duplicate Diploma | $2.00 |
| Non-Sufficient Funds/Stop Payment Fee | $20.00 |
| Instructional Fees and/or Instructional Materials Fees | Fees are listed in applicable course descriptions |

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

[1] Plus Enrollment Fee

[2] Plus Enrollment Fee and Nonresident Surcharge

[3] Nonrefundable

[4] Nonrefundable if student drops all classes after the refund deadline

[5] If eligible for a refund student must return the permit to Parking Services immediately

[6] Additional delivery fees may apply

VETERANS RESOURCE CENTER

Section I

# GENERAL INFORMATION

## MISSION

Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.

## VISION

We will change the trajectory of our students' lives. We will stimulate academic, economic, and social development in our service area. We will build a comprehensive institution with the capacity and programming to serve our entire area.

## CORE COMMITMENTS

**ACCESS**
Providing open admissions and comprehensive educational opportunities for all students.

**EQUITY**
Engineering and sustaining an environment where student success is realized by all groups with proportionate outcomes.

**STUDENT SUCCESS**
Being an institution that places high value on the academic and personal success of students in and outside of the classroom and where meeting student needs drives all decisions regarding educational programs and services.

**EXPERTISE**
Committing to ongoing improvement of teaching, service and leadership as core institutional skills.

**MUTUAL RESPECT**
Belief in the personal dignity and full potential of every individual and in fostering positive human values in the classroom and in all interactions.

**COLLEGIALITY**
Being a supportive community that is distinctive in its civility, where the views of each individual are respected, humor and enjoyment of work are encouraged, and success is celebrated.

**INCLUSIVENESS**
Embracing diversity in all its forms — global as well as local — and creating a supportive climate that encourages a variety of perspectives and opinions.

**INTEGRITY**
Maintaining an open, honest, and ethical environment.

**QUALITY**
Achieving excellence in the broad range of academic programs and services provided to students and to the community, fostering an environment of inquiry, learning and culture, and providing professional development opportunities for faculty and staff.

Environmental Stewardship
Being mindful of the impact we have on the environment, as individuals and as a community, and fostering environmental responsibility among our students.

**INNOVATION**
Valuing creative solutions and continuing to seek inventive ways to improve instruction and service to students and to the community.

**CIVIC ENGAGEMENT**
Being fully engaged with the local community by listening to needs; establishing programs and partnerships to meet regional needs; forming alliances with other educational institutions to create a continuum of educational opportunities; and communicating information about Norco College programs and services to the external community.

## 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."

This aligns with Title 5 section 51023 and with the standards set forth by the College's accrediting body; the alignment is evidenced by the adoption of Board Policy 4030.

## ACADEMIC YEAR

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

## ACCREDITATION

Norco College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation reports are available in the Norco College Library as well as on the Norco College website at www.norcocollege.edu.

Norco 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 non quota immigrant students, and by the United States Department of Education. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Norco College.

## 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 Riverside Community College District-Norco College:

- 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 have been accepted to the John F. Kennedy Middle College high school program 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 Riverside Community College District-Norco College is regulated by state law as prescribed in the California Education Code.

**Open Enrollment**

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

**High School/Concurrent Enrollment**

Effective fall 2014, 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 Norco 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 & Records office or webpage at www.norcocollege.edu/services/enrollment/admissions/Pages/index.aspx.

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 eight units for fall/spring terms and five units for the summer term. High school students are not allowed to take physical education classes.

## ADMISSION AND REGISTRATION OF STUDENTS

Students need to apply if:

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

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

Online applications can be submitted at www.norcocollege.edu and take approximately 24 hours to process (excluding weekends and holidays). The application period for a term closes as follows: Spring and Fall - First Friday after the start of the term; Winter and Summer - First day of the term. Computers and additional assistance are available on the second floor of the Student Services building.

**Schedule of Classes**
The Schedule of Classes is available at www.norcocollege.edu. Open classes can be viewed on WebAdvisor at www.norcocollege.edu approximately 6-8 weeks before the term begins.

**Registration**
Priority registration is granted to eligible student Veterans, former foster youth, EOPS, DRC and CalWORKs students. In addition, college-approved groups may receive early registration access as long as criteria are met. The order of registration for continuing, new and returning students (Administrative Procedure 3055[A]) aligns with the Statewide Student Success Act. Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor/MyPortal at www.norcocollege.edu approximately 6-8 weeks before the term begins. Students can register on WebAdvisor/MyPortal 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., Orientation, Advisement, 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/MyPortal, mail a check or money order or pay at one of the colleges. See the Schedule of Classes at www.norcocollege.edu for payment and refund deadlines. Your account summary can be viewed or printed on WebAdvisor/MyPortal. 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/MyPortal. 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/MyPortal at www.norcocollege.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/MyPortal.

Students may withdraw from courses prior to the drop deadlines by using WebAdvisor/MyPortal. If there is a hold, restricting the use of WebAdvisor/MyPortal, students may bring a completed ADD/DROP card to the Admissions counter at Norco College and drop classes there. Deadlines to add, drop, and receive a refund are posted on WebAdvisor/MyPortal. 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 six units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than six units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

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

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

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

**Face-to-Face Courses**
Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect all students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the Instructor of Record. The faculty, staff, and administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes and that all students should know and understand the attendance policy for every class in which they are enrolled.

**Distance Education Courses**
By their nature, fully online courses do not meet face-to-face. However, regular student engagement and attendance is required. Engagement and attendance in fully online courses are measured by the completion of learning activities such as assignments, discussions, quizzes, or other online activities. Students enrolled in fully online courses are expected to log in to Canvas on the first day of the semester and complete initial learning activities in the first week of the session. Students may be dropped from the course if initial learning activities are not completed in the first week of the session and may forfeit their place in the class at the discretion of the Instructor of Record.

Throughout the session, online students regularly fulfill attendance requirements by logging in to classes for which they are registered and completing assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

## 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.

**Apprenticeships**

Enrollment in an apprenticeship course is limited to registered apprentices; however, anyone meeting the apprenticeship requirements can apply for acceptance. Students must first complete the application process for the specific apprenticeship program. Information on admission to apprenticeship programs can be obtained from the local Joint Apprenticeship Training Committee (JATC) having jurisdiction over the trade in which you are interested.

**Remedial Limitation**

Riverside Community College District Board Policy 2222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. Riverside Community College District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, and learning skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

**Exemptions to Remedial Limitation**

All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Admissions & 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 10), you will be allowed to register for the succeeding class (i.e., Math 1A). 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 (Incomplete) are not acceptable. If you are currently enrolled in a prerequisite course outside of Riverside Community College District, the course must be successfully completed with a recorded grade before requesting validation of prerequisite.

**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.) Concurrent corequisite courses must be completed at RCCD. Corequisite courses completed previously may be completed at RCCD or an outside institution (a student may be required to file proof of prerequisite and corequisite requirements.)

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 RCCD 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 during a counseling meeting. 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 Dean of Student Life about sports physicals.

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

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

## MATRICULATION

Matriculation is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students are provided with a college orientation, placement results, counseling, completion of an educational plan and follow-up services. Prior to registering for classes, all first-time college students must complete Assessment, Orientation, and Advising and review their Trailhead courses that will assist in selecting coursework for their first 15 units.

It is the student's responsibility to a) complete orientation and advising, if applicable, 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.

**Assessment and Placement**

RCCD uses multiple measure assessment criteria to assist students in determining appropriate placement for entering courses in English, ESL, and mathematics courses. Assessment criteria may use past performance measures like overall high school GPA, individual course-taking performance, and course-taking patterns to determine appropriate placement in English and mathematics courses. First-time college students are automatically placed into English and mathematics based upon information they supply on the admissions application. English as a Second Language (ESL) uses the Guided Self-Placement Tool to assess which ESL or English class is best. New students and returning students who feel they would benefit from ESL language instruction will need to complete the placement tool found at https://extendedlearning.rccd.edu/esl/Pages/selfPlacement.aspx.

Students with English placement recommendations that include a support class with the transfer level course may petition to take the course without support. Students seeking this option must complete an English Placement Challenge found at https://www.norcocollege.edu/schools/arts/Pages/english.aspx. Petitions take from one to five working days to process.

It is strongly recommended that students enroll in appropriate English composition and mathematics courses during their first or second semester of enrollment. Placement results are found under the Placement Test Summary option in WebAdvisor/MyPortal. Students needing assistance with appropriate placement should contact either the Engagement Center by visiting www.norcocollege.edu/engagementcenter or visit the Counseling Center (second floor of the Student Services building)

**Guided Self Placement**

Per AB 705, students have the right to complete our locally developed process for self-placement in English, math, and English as a Second Language (ESL).

- For English guided self placement, students who do not place into ENG-1A directly may visit https://www.norcocollege.edu/schools/arts/Pages/english.aspx to fill out the English 91 Challenge/Opt-Out Form.
- For math guided self placement, students must visit with a counselor to discuss appropriate placement. In certain circumstances, some students will be referred to the math department chair for further assistance in self-placement.
- For English as a Second Language (ESL) guided self placement, students who feel they would benefit from English language instruction may visit https://extendedlearning.rccd.edu/esl/Pages/selfPlacement.aspx to take the ESL GSP.

**Other Assessments**

Assessments for ESL, Spanish, reading for Nursing, and Chemistry are provided in the Engagement Center. Students need to schedule an appointment to complete these tests. Hours of operation and scheduled test times are available online at www.norcocollege.edu/engagementcenter. For further assistance, students can contact the Engagement Center via telephone at (951) 372-7176 or email NorcoEC@norcocollege.edu. Students who have a documented disability requiring a unique accommodation can take the test in the Disability Resource Center. To request this service, call: (951) 372-7070.

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 Engagement Center. Friends and family (including minors) who are not testing cannot remain in the room.

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

**Advising**

Advising is the third and final component of the matriculation process. Once students complete orientation, they are required to complete their advising session with an Educational Advisor to develop their one semester education plan. This plan will incorporate placement scores as a part of the course suggestions for the semester. The advising session will also provide the student with information regarding campus resources and programs, as well as an opportunity to explore different majors and career options. Students are encouraged to sign-up for an Advising session online. If you have any further questions, please call (951) 372-7176 or visit www.norcocollege.edu/engagementcenter. New students are encouraged to complete Guidance 45 (Introduction to College) 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 placement results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to Norco College before scheduling counseling appointments or requesting a Student Educational Plan (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.

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

**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 working days. If the challenge is upheld or the District fails to resolve the challenge within the five 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.

It is the student's responsibility to a) complete placement survey and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal. 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 department at Norco College at (951) 372-7101.

**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 Norco 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. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled "Curricular Patterns." The student is also invited to discuss personal goals with a college counselor.

## FEES/RESIDENCY REQUIREMENTS

**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 enrollment fee.

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

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) 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.

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:

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

A student receiving a non-resident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from non-resident tuition fees under this law. These students will not qualify for the California College Promise Grant 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 California College Promise Grant (CCPG), 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 at the Health Services office.

**Parking**
Parking permits may be purchased on WebAdvisor/MyPortal at https://wa.rccd.edu/RCCD/RCCD, the cost of which includes shipping and handling fees. Parking permits may be requested through WebAdvisor/MyPortal 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 Moreno Valley College, Norco College and Riverside City College students. See https://www.norcocollege.edu/services/enrollment/admissions/Pages/deadlines.aspx.

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

**Wilfred J. Airey Library Fees**
**Overdue Fines**
Overdue fines may be levied if library materials are not returned on time. Fines may vary by item.

**Replacement Fees**
If materials are not returned, they are declared lost. A bill will be issued for each lost item which will include: 1) The actual replacement cost of the item; 2) Any overdue fines.

**Refunds**
The replacement cost and processing fee will be refunded if the item is returned within a year; 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 ID card, other state ID card, Military ID, U.S. passport, green card, immigration card, or right to work card).

**Bookstore Fees, Books, Equipment and Supplies**
The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The Norco College Bookstore has many choices for students to purchase their books. We offer a successful rental program, many digital options, and used and new textbooks. In some courses, students will be expected to provide consumable items like Scantrons, goggles, and lab notebooks. 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.

We offer a wide selection of supplies needed for the many classes on the colleges. We also have a selection of school spirit and accessories.

The Norco College Bookstore will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos).

Full refunds are given on textbooks during the FIRST week of school only with a store receipt, provided they are in their original condition. If you drop a class, you have 30 days from the start of school to return for a full refund (store receipt and proof of class drop is required). All returns/exchanges require an original receipt. The bookstore will buy back textbooks every day with student ID. Generally, the best time to sell back your textbooks is during finals week.

When you register for your classes through WebAdvisor/MyPortal, you can choose the link "order textbooks" which will populate everything that you will need for your classes. You can place your order at that point and you will be able to pick up your textbooks and avoid the lines in the bookstore. You can also order your textbooks through NorcoCollegeShop.com and students may sign-up for emails and/or text messages to receive sales and promotion notifications.

## RCCD TRANSCRIPTS

The RCCD transcript includes coursework completed at Norco College, Moreno Valley College, and Riverside City College. Official student transcripts may be requested on WebAdvisor/MyPortal at www.norcocollege.edu or by placing an order directly through TranscriptsPlus at www.credentials-inc.com.

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

- Rush Service (24 hours): Additional $10
- Same day: Additional $13

Transcripts may be delivered electronically, mailed with first class postage, or printed on campus for pick up. Unofficial transcripts are available free of charge on WebAdvisor/MyPortal. Transcript fees are subject to change. Please check our website for updates of charge.

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

**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 fill out a Prerequisite Validation form at the Counseling counter in order to have coursework on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community

College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

**International Students in F-1 Visa Status**
Under federal law, Riverside Community College District is authorized to enroll 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

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

## HOLDS ON RECORDS

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.

AB 1313 – Prohibits Postsecondary Schools From Withholding Of Transcripts.

Under existing law, the Donahoe Higher Education Act requires public higher education entities to adopt regulations to withhold institutional services, including the withholding of transcripts, upon notice to students that they are in default of their loans.

Notwithstanding those provisions, AB 1313 prohibits any public or private postsecondary school, or any public or private entity that is responsible for providing transcripts to the current or former public or private postsecondary students, from refusing to provide a transcript for a current or former student on the grounds that the student owes a debt. AB 1313 further prohibits charging a higher fee for obtaining a transcript or providing less favorable treatment of a transcript request because a student owes a debt, or using a transcript issuance as a tool for debt collection. For more information, please refer to: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1313.

(AB 1313 adds Title 1.6C.7 (commencing with Section 1788.90) to Part 4 of Division 3 of the Civil Code, and to amend Sections 66022 and 76225 of the Education Code, relating to student debts.)
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## MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition. A qualified Veteran and/or dependent who resides in California and are attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)].

Dependents of certain Veterans are exempt from paying enrollment fees. (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code. (2) Any child of any Veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Department 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.

## MILITARY AND VETERAN STUDENT AND FAMILY MEMBER EDUCATIONAL ACCESS

(Veterans Benefits and Transition Act of 2019)
Military and veteran students and family members who provide a certificate of eligibility or valid VAF 28-1905 and who intend to utilize educational benefits provided by the Servicemen's Readjustment Act of 1944 (G.I. Bill) or Vocational Rehabilitation and Employment (VR&E) benefits, and who meet prerequisite and enrollment requirements, may enroll in RCCD courses and programs according to established matriculation and registration criteria. In cases where payment to RCCD is delayed from the Veterans' Administration students will maintain access to college and district facilities, and will not be assessed late fees or penalties, nor be dropped from courses, or required to borrow additional funds to pay course or college fees.

Section II

# STUDENT INFORMATION

## ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision /academic matters or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Vice President of Student Services, and then 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 3500, and Administrative Procedure 3500[A].

## ACADEMIC HONESTY

Academic honesty and integrity are core values of the Norco College. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty 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 and Discipline Procedures section in the catalog and at https://www.norcocollege.edu/ssc/Documents/policies/Academic-Dishonesty.pdf. 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.norcocollege.edu on the Admissions & Records webpage under "Forms." 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.

## THE ARTS

**Art**

The visual arts at Norco College play a significant role in students' lives. Classes in painting, drawing, figure drawing, design, art history, computer/digital/gaming art, and illustration give students access to outstanding studio facilities and faculty. Our industry-recognized faculty are here to facilitate creation and further student opportunities in many areas of art. The College Art Gallery is located on the first floor of the Science and Technology Building. It is an exceptional facility, displaying both traditional and digital works. Regularly scheduled exhibitions feature student work as well as the works of local artists providing a variety of culturally diverse art to the college and surrounding community.

**Music**

Norco College offers a variety of musical and performance opportunities for students. At the core of the music program is the Norco Choir. The Norco Choir represents the College at major events including convocation, graduation and community outreach. Music@Norco also offers opportunities in commercial music performance. Students can take music classes in performance which will lead to recording and other opportunities. Also offered are courses in piano, guitar, music theory, and music business. Students are encouraged to make music activities a significant and memorable part of college life.

## ATHLETICS

Norco College as part of Riverside Community College District maintains a program of intercollegiate athletics as a member of the Inland Empire Athletic Conference in the following sports:

- Men: Cross Country
- Men: Soccer
- Women: Cross Country
- Women: Soccer

Please visit the NC Athletic website at athletics.norcocolllege.edu. Questions about athletic eligibility should be directed to the Athletic Director in the Office of Student Life.

## CALWORKS

The Norco College CalWORKs program assists students who are receiving Temporary Assistance for Needy Families (TANF). CalWORKs is designed to promote self sufficiency through employment and education. Students who remain in good standing with the college and CalWORKs at the county are eligible to receive program support services. CalWORKs provides advocacy with the Department of Public and Social Services (DPSS).

For eligible students, work study opportunities are also available. Program benefits include: priority registration, intensive case management, assistance with job placement, counseling and career advisement, and other support that promotes success.

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

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

To be served by the CalWORKs program at Norco College, students must have "Norco" as their home college on their admission application. The program continues to recruit eligible student's year around. Call (951) 372-7052 for more information and to schedule your intake appointment.

## CAREER CENTER

The Norco College Career Center serves students and alumni through career planning and employment services that connect them to tools, resources, people, and organizations that support their paths to success in the workforce. The Career Center offers career counseling, assessments, and other career planning resources, and employment services such as resume writing assistance, interviewing skills preparation, networking strategies, and job search support to help students secure work experience opportunities that help advance their careers. For more information, call (951) 372-7147, e-mail careercenter@norcocollege.edu or visit www.norcocollege.edu/careercenter.

## COLLEGE BOOKSTORE

Students are able to order their textbooks when registering through WebAdvisor/MyPortal. A textbook list will be populated with the required materials for classes as well as recommended books or study guides.

The bookstore offers choices for textbooks:

**Rentals** - Over 60 percent (and growing) of titles are available to rent which means students can get significant savings off of the new and used book prices. Students can highlight and take notes in books, but are asked to return books in a condition that allows for resale. The card that is used to secure the rental may not be a prepaid card. Students will need a valid debit or credit card number on file to secure a rental.

**Used** - Save 25 percent off the new textbook price.

**New** - a new book, previously unsold and unused.

**E-textbooks** - Save up to 60 percent by buying or renting a digital book, an instant download from www.norcocollegeshop.com. Textbooks are due back to the bookstore on the last day of finals of the semester for which they were rented. Please visit NorcoCollegeShop.com for more information on digital textbooks and for system requirements.

Remember to sell your new textbooks back to the bookstore and get up to 50 percent cash back. The bookstore also offers a variety of supplies for classes as well as items to show off your school spirit.

The bookstore gladly accepts Cash, Checks, MasterCard, Visa, American Express, Discover, ATM debit cards and Follet gift cards. Full refunds will be given the first week of class with an original receipt and the book must be in the same condition when it was purchased. Visit the website www.norcocollegeshop.com for the complete return policy.

## COUNSELING DEPARTMENT

The mission of the Norco College Counseling Department is to foster and promote the intellectual, emotional, social and cultural development of students by offering a wide range of counseling, career, instructional and educational services. Our counselors assist students in acquiring the skills, attitudes, abilities, and knowledge that will enable them to take full advantage of their college experience and achieve success.

Counseling supports the academic goals of the College through consultation and collaboration with faculty, staff, and campus organizations. We offer comprehensive guidance courses and counseling services reflective of our diverse population and evolving student needs.

Counselors advise students in planning and achieving their personal, educational, and career/vocational goals through:

- Individual counseling appointments, express counseling, and online counseling
- Online and In-Person Orientation
- Student Education Plans (SEPs)
- Academic progress/probation/dismissal counseling
- Transfer course selection for UC, CSU and private universities
- Information on certificate and associate degree requirements
- Instruction of guidance courses
- Assessment and interpretation of personality, interest and career inventories
- Referrals to other support services
- Career exploration advisement
- Success workshops

**How To Meet With a Counselor**

New students may make an appointment with a counselor after applying to Norco College and receiving a student ID number. It is recommended that the student first complete the orientation and receive a first semester education plan before scheduling an appointment. Students who select Norco College as their home college may schedule a counseling appointment by visiting the counseling website at https://www.norcocollege.edu/services/counseling/Pages/index.aspx. If a student is unable to keep an appointment, please call and cancel or reschedule 24 hours prior. Express Counseling is available to all students on a first come, first served basis. Counseling hours vary by semester or term. Counseling services are offered in the Learning Resource Center, the Counseling Department, the Veterans Resource Center (VRC), the Disability Resource Center (DRC), and the EOPS offices.

The Counseling Department is located on the second floor of the Student Services building. For further information, call (951) 372-7101 or visit the counseling website.

## DISABILITY RESOURCE CENTER

The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable and accessible academic adjustments to students. The DRC facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities In order to qualify for services, students must submit documentation of a disability and meet with DRC staff and faculty to register for services. The DRC at Norco College is located in the Center for Student Success (first floor).

**Support Services Available May Include, but are not limited to:**

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

Trained professionals are available in the Disability Resource Center to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: (951) 372-7070 or email drc@norcocollege.edu.

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

## DISCIPLINE

Norco College promotes learning, positive social interactions, and support services for members of our college community. All members share a responsibility in maintaining a respectful and collegial environment at Norco College. Disruptive, obscene, or vulgar behavior (including the use of profanity) has no place in an academic or work setting as it violates the rights of others. Disruptive behavior is subject to disciplinary action (refer to Standards of Student Conduct and Student Discipline Procedures sections in the catalog). Norco College has zero tolerance for harassing or discriminatory behavior.

## DUAL ENROLLMENT PROGRAMS

**John F. Kennedy Middle College High School**

The Riverside Community College District offers early and middle college programs on each of its three colleges. John F. Kennedy Middle College High School (JFK), part of CNUSD, is located at the entrance of the Norco College campus. Designed to encourage students to pursue post-secondary education, JFK students receive access to enroll in college courses while completing their high school requirements. Interested high school students should consult with their school counselor about enrollment opportunities at John F. Kennedy Middle College High School or visit https://jfk.cnusd.k12.ca.us for details.

**College and Career Access Pathways**

Program with partnered high schools offering Norco College courses through the College and Career Access Pathways Program (AB288/AB30). College classes are offered at the High School sites, and students can participate in a CTE or Transfer Pathway. Interested students should inquire directly with their high school personnel. We currently have agreements with several High Schools from the Corona Norco Unified School District, as well as La Sierra HS, Jurupa Valley HS, CAVA HS, and Excelsior Charter HS.

Students in various Dual Enrollment programs are required to complete the Norco College online application and print a copy of the confirmation page at the end of the process. The confirmation page should be submitted to the high school, along with a completed School/Parent Approval Form (available at each of the respective high schools), by the published application deadline.

For information regarding enrollment, deadlines, and restrictions, please visit the Dual Enrollment webpage at https://www.norcocollege.edu/services/sp/dual-enrollment/Pages/index.aspx.

## ENGAGEMENT CENTER

The Engagement Center provides support services aimed to increase students' success from the time students submit their application and throughout their first year of college.

First-time college students can:

- Receive assistance with orientation, assessment, and getting connected to campus resources
- Meet with an Educational Advisor to:
  - Discuss English and math placements
  - Explore courses for the first semester
  - Receive information about campus resources and special programs
  - Assistance with registration into courses using WebAdvisor or EduNav.
  - Discuss career exploration

Students can also receive testing services for the following tests:

- Spanish Test
- Chemistry Diagnostic Test
- Nelson Denny Reading Test

For more information, visit www.norcocollege.edu/engagementcenter, e-mail NorcoEC@norcocollege.edu, or call (951) 372-7176.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a comprehensive academic support service program established in 1969 to assist students from economically and educationally disadvantaged backgrounds to achieve success in higher education.

EOPS students are eligible to receive the following services at Norco College: Academic/career counseling

- Priority registration
- Textbook support
- Over and above tutoring
- Transfer assistance

Students must meet the following criteria in order to be considered for admission to EOPS:

- California resident/eligible AB 540 students
- Enrolled in 12 units or more (Fall/Spring Semesters)
- Completed less than 45 degree applicable units
- Qualify for the California College Promise Grant
- Demonstrate educational disadvantage

For more information, email eops@norcocollege.edu or call (951) 372-7128.

**Cooperative Agencies Resources for Education (CARE)**
CARE provides additional support services for EOPS students who are CalWORKs/TANF participants. The purpose of CARE is to increase students' educational skills, confidence and self-sufficiency, enhance their employability, and encourage success.

CARE students may be eligible to receive the following services:

- Academic, career, and personal counseling
- Student success and life skills workshops
- Child care assistance
- Transportation assistance
- Educational supplies
- Textbook support

Students must meet the following criteria in order to be considered eligible for CARE:

- An EOPS student who is 18 years old or older
- Enroll in 12 units or more
- A single parent/head of household with at least one child
- A CalWORKs/TANF participant receiving cash aid for themselves and/or children

For more information, email eops@norcocollege.edu or call (951) 372-7128.

**NextUp- Previously known as Cooperative Agencies Foster Youth Educational Support Program (CAFYES)**
NextUp provides additional support services for EOPS students who are current or former foster youth. The purpose of NextUp is to increase students' educational skills, confidence and self-sufficiency, enhance their employability, and encourage success.

NextUp students may be eligible to receive the following services:

- Academic, career, and personal counseling
- Student success and independent living workshops
- Priority registration
- Assistance with financial aid
- Financial literacy training
- Health and mental health services
- Emergency loans
- Unmet need grants
- Transportation assistance
- Educational supplies
- Textbook support
- Technology support
- Food vouchers
- Work study employment opportunities
- Peer Mentors
- Emergency housing assistance
- Child care assistance

Students must meet the following criteria in order to be considered eligible for NextUp services:

- California resident for more than 1 year, or eligible for a non-resident tuition waiver
- Qualify for the California College Promise Grant with a calculated Expected Family Contribution (EFC) of $0
- In foster care in California on or after their 16th birthday
- Under the age of 26 at the beginning of the academic year
- Enrolled in 9 units or more

For more information, call (951) 738-7743, visit the Phoenix Scholars Center (CSS 219), or email at: eops@norcocollege.edu

## OUTREACH SERVICES

Norco College Outreach Services is committed to serving, educating and developing our community. Outreach encourages and empowers students to achieve their academic and occupational goals by guiding them through the college enrollment steps.

Outreach staff meet with AUSD, CNUSD and JUSD students in the high schools on a monthly basis in order to facilitate informational sessions, classroom presentations about our programs and services, one-on-one student meetings, and participation in college fairs. Through outreach activities, we are able to guide prospective students through the enrollment steps including the application, assessment and orientation processes.

For a campus tour or more information about Norco College, call (951) 372-7086.

## FINANCIAL FREEDOM PROGRAM

The Norco College Financial Freedom program provides financial education designed to help college students make responsible and wise financial decisions. Through this program, all Norco College students have free access to nationally acclaimed personal finance training, interactive online finance workshops, and financial resources.

For more information, visit www.norcocollege.edu/financialfreedom.

## STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at Norco College is committed to providing financial assistance to all students to help them in attaining their educational and professional goals. Our student-centered employees will provide professional knowledge and personalized service to assist students in obtaining the best use of all financial resources available for a successful future.

**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 https://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: www.norcocollege.edu and select "Financial Aid." The FAFSA application must be completed for each academic year. The Norco College Title IV code of 041761 must be listed on your FAFSA application in order for our department to receive your application. If you are a 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 October 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 Norco College. You must have a Norco College Admissions application on file in order for your FAFSA to be received. Once you have completed your Norco College Admissions application online at www.norcocollege.edu, you will be issued your RCCD email account. You can find directions to activate and access your RCCD email account online at www.norcocollege.edu, under the Admissions&Recordswebpage.WewillsendanemailtoyourRCCD student email account, notifying you of your application status, and with instructions to set up an account to view your Financial Aid Tasks. Log onto https://norcocollege.verifymyfafsa.com using your RCCD student email and password to complete all Financial Aid Tasks.

**DREAM Act Application for California State Aid**
Undocumented students who meet AB 540 eligibility criteria may apply for and receive state-funded financial aid such as: the California College Promise Grant, Cal Grant, Student Success Completion Grant. The CA DREAM Act application can be completed at https://dream.csac.ca.gov. The Norco College school code of 04176100 must be listed on the DREAM application for Student Financial Services to receive your application.

If you are considered a dependent student and cannot provide your parents' information on the FAFSA/DREAM Act application, we ask that you first complete the FAFSA/DREAM Act application and submit it online. If after completing the FAFSA/DREAM Act application you are still required to provide your parents' information and are not able to, please visit the SFS office at your home college or email our office at StudentFinancialServices@norcocollege.edu and ask to speak to staff regarding a Petition for Independent Status (Dependency Override).

Options for financial aid disbursements will include: direct deposit into your personal bank account, Bank Mobile Vibe or check, direct deposit into your personal bank account, or a check. Please refer to the financial aid website for additional information on selecting your method of disbursement.

Completing the FAFSA/DREAM Act will determine your eligibility for the following:

- **California College Promise Grant (CCPG)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the CCPG 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 per semester. The CCPG does not pay for books, educational supplies, 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 https://fafsa.gov and list Norco College school code #041761, or the Dream Act Application at dream.csac.ca.gov and list Norco College school code #04176100. You will automatically be awarded the CCPG if eligible. You will receive an email at your RCCD student email account notifying you when your CCPG waiver eligibility is available on WebAdvisor/MyPortal 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 or are an undocumented immigrant student. See Admissions & Records for additional information or view our consumer guide online.
    - A non-resident tuition deferment if you are eligible for financial aid. This deferment assists students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions & Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester. For more information, view the "Information for Non-Resident Students" chapter in our consumer guide online at www.norcocollege.edu.

- **The California College Promise Grant Policy**
  The California Community Colleges Board of Governors approved a policy change that took effect in fall 2016 as part of the Student Success Act of 2012 (SB 1456).This change places conditions on eligibility for the California College Promise Grant. Students must meet satisfactory academic and progress standards to be eligible to receive the CCPG. This includes meeting a minimum of 2.0 cumulative GPA and completing more than 50% of the units attempted each fall and spring semester. Students with two consecutive semesters of not meeting academic and/or progress standards will lose their CCPG effective fall of 2016. Foster youth are exempt from this change and will not lose CCPG eligibility based on academic probation.
  **NOTE: Students with extenuating circumstances will have the opportunity to appeal the loss of CCPG waiver. A student may complete a CCPG appeal form with Admissions & Records. A notification of the processed appeal with an approved or denied decision will be e-mailed to the student.**
- **Federal Pell Grant (up to $6,495 for the academic year, subject to change)** is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless 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 the amount. 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 notification via your RCCD student email indicating that your award has been posted on WebAdvisor/MyPortal. The award letter on WebAdvisor/MyPortal 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 $1,000 for the academic year at Norco College 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 $1,648 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). Cal Grant awards may increase up to $6,000 for independent students with dependents under the age of 18 years. 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 Norco College you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions & Records office, other than Undecided, and you must be meeting the Norco College 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 Norco College to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at https://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 enrollment 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)
- **Federal Work Study** (earn up to $4,000 per academic year) The FWS Program offers students the opportunity to earn additional financial aid through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require students to enroll in and maintain at least half-time enrollment status (6 units in the fall and spring, 3 units in the winter and summer), designate Norco College as their home college, and maintain a minimum 2.0 GPA (exceptions may be made on a case by case basis). To be eligible for the FWS program, students must submit a Free Application for Federal Student Aid (FAFSA; see www.fafsa.gov and list the Norco College school code #041761), complete all financial aid documents, request the addition of the FWS award, and maintain satisfactory academic progress. To view available FWS positions, log into NC Connect at www.norcocollege.edu/ncconnect and click the link for college work-study positions. For assistance with applying for FWS positions, contact Student Employment Office by visiting www.norcocollege.edu/seo.
- **Federal Direct Loan Program** – Norco College (NC) participates in the Federal Direct Loan Program. At Norco College it is our plan to help our students reach their educational goal with the least amount of student loan debt as possible.

  **Norco College does not recommend borrowing more than $10,000 at the community college level (this amount includes all loans from any other institutions attended). To view your complete loan history, go to the National Student Loan Data System located at https://studentaid.gov.**
- Students must be meeting the SFS **Satisfactory Academic Progress (SAP)** standard and must be enrolled at least half-time (6 units) in courses listed on their Student Educational Plan. Students must have a completed financial aid file at Norco College and be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit the **"Direct Loan Request Form"** to the Norco College Student Financial Services office. While we are working remotely you may email your Loan request to our office at StudentFinancialServices@norcocollege.edu.
- Students must also have a current Student Educational Plan (SEP) on file with Norco College which corresponds with the student's academic program declared in Admissions & Records as well as the courses that they are currently enrolled in.
- Students will receive notification by email within two weeks after the deadline date they submitted the **"Direct Loan Request Form"** regarding the status of their loan request. Prior to disbursement, your eligibility to receive

your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in your Loan Information Guide received at the time of application.
- Please refer to our consumer guide online at: www.norcocollege.edu for a full list of requirements for applying for a student loan at Norco College.
- Please view our consumer guide for directions on how to complete the entrance and exit loan interviews. Our efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at Norco College. We also reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

**Scholarships**

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

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

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

- A list of scholarships Norco College has been notified of is available online on the Financial Aid webpage under the section: "Scholarships."
- You may also find additional scholarship resources in the reference section of any library or on the internet at free scholarship search sites such as www.fastweb.com, www.thescholarshipexperts.com, www.scholarships.com, www.scholarsite.com, and www.scholarshiphunter.com.
- If you are awarded a scholarship from a source outside of Norco College, you may use your scholarship to pay for tuition and fees. Follow the donor's directions on how to have your scholarship funds sent to Norco College. When outside scholarship funds are received at RCCD, the student is notified by e-mail with an updated award letter.

**Counseling Services**

The counseling services are available through the Counseling office at Norco College.

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

- Developing educational goals and Student Educational Plans (SEP)
- Maintaining financial aid eligibility by meeting Satisfactory Academic Progress standards
- Recommendations for improved progress

**Computer Access**

Computers are available on the second floor of the Student Services Building to students receiving financial assistance for the following:

- Complete the FAFSA/Dream Act application online
- Research and apply for scholarships online
- Other financial aid web assistance

**Responsibilities and Requirements**

Norco 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:

- **High School Diploma**
  To receive financial assistance, a student must be qualified to study at the postsecondary level. A student qualifies to apply for financial aid if he or she has a high school diploma, GED, has completed home schooling, or has passed a federally approved Ability to Benefit test (ATB) prior to July 1, 2012.
- **Student Educational Plan**
  You must enroll in and successfully complete courses according to your Student Educational Plan (SEP). To develop your SEP you should meet with an academic counselor. Counselors are available in the Counseling office. To schedule an appointment with an SFS counselor please contact the counseling department at: www.norcocollege.edu or you may call (951) 372-7101.
- **Citizen or eligible non-citizen**
  To be eligible for federal and state financial aid, you must be a US 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.

- AB 540 eligible students, that are undocumented, may apply for and participate in the California College Promise Grant, Cal Grant, Chafee Grant, and Student Success Completion Grant.
- **Return of Title IV funds**
  If you receive federal or state financial aid and you drop or fail to successfully complete any courses you may need to REPAY a portion of your financial aid. (See our Consumer Guide for more information regarding Return of Title IV Funds)
- Students cannot receive financial aid at two institutions at the same time (with exception of the California College Promise Grant). 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, and Riverside City College) will be paid for by your home college, if eligible.
- **Satisfactory Academic Progress**
  All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If you do not meet the SAP standard, you will become ineligible for most types of financial assistance. If you are determined ineligible for financial aid due to your SAP, you have the right to appeal one time only 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.norcocollege.edu.
- **Contact information**
  Be sure to keep your RCCD mailing address, phone number and RCCD email address current. This ensures that you will receive information regarding your financial aid in a timely manner. This information can be updated via WebAdvisor/MyPortal or in person at the Admissions & 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 Norco College, as it is not required on the Admissions application but is required for ALL Federal financial aid applicants. We cannot process most types of financial assistance without your Social Security number on file, unless you are undocumented and receiving financial aid through the CA Dream Act Application.
- **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/Dream Application, turned in all tasks requested by the SFS office, and enrolled accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at www.norcocollege.edu or pick up a disbursement schedule at the Student Financial Services department at Norco College.
- 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 on our website at www.norcocollege.edu. If you have any questions, please contact us by e-mail at studentfinancialservices@norcocollege.edu.

## FOOD SERVICES

When school is in session, the CORRAL is open for breakfast, lunch and dinner offering a diverse blend of fresh and seasonal food specials, vegetarian items, beverages and snacks.

Breakfast burritos, chicken tenders, and grab & go house-made salads, wraps, and sandwiches are always available. Cool off with Pepsi bottled beverages or perk up at our Peet's espresso and tea bar.

Hours of Operation:
Monday - Thursday: 7 am - 8 pm
Friday: 7 am - 2 pm
Saturday - Sunday: Closed

In addition, an ATM and vending machines are conveniently located in the CORRAL.

## FOSTER YOUTH SUPPORT SERVICES (PHOENIX SCHOLARS)

Phoenix Scholars is a college and community collaborative designed to promote higher education and encourage success for students from foster care who face academic, economic, and personal challenges.

Services may include:

- Assistance with financial aid (including the Chafee grant)
- Life skills workshops
- Peer Mentors
- Priority registration
- Referrals to EOPS/SSS/student employment opportunities
- Referrals to on- and off-campus resources

Students must meet the following criteria to be eligible for services:

- Must be a current or former foster youth or "ward of the court"
- CA resident
- Enrolled at Norco College

For more information, call 738-7743, or visit the Phoenix Scholars Center (CSS 219).

## HEALTH SERVICES

The Health Services office is located in the lower level of the Library building. Our office is open Monday through Thursday from 8:00 am to 4:00 pm and Friday 8:00 am to 1:00 pm. Hours may vary in summer and winter terms so check the college website for current hours. To make appointments either come in to our office in person or call (951) 372-7046.

Health services that are offered to all current students include: first aid/emergency care; basic hearing /vision screenings; in-house blood sugar testing, and pregnancy testing; over-the-counter medications; psychological counseling; and evaluation and treatment of common health problems and well women exams by our physician and nurse practitioner. For complex cases, we offer referrals to outside health agencies in the community.

Mental Health counseling services are also available to all current students. Our caring Mental Health Counselors work with students to overcome various personal issues in their lives, including adjustment to college life, family/relationship issues, stress, anxiety, depression, addiction, sexual assault, harassment, and more.

Limited medical insurance is available against accidental injury while on campus. All college accidents should be reported immediately to the Health Services office for proper evaluation and treatment. For life threatening emergencies always dial 911 from any campus or cell phone.

We are here to serve you! All medical records and discussions with our staff are strictly confidential.

## HONORS PROGRAM

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

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

- 3.0 GPA in nine 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 Board, as a director in the Honors Student Board, or as a volunteer in outreach activities.
- Our Honors Community allows 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:
https://www.norcocollege.edu/services/sp/hp/Pages/index.aspx
Instagram: norcohonors
Video www.youtube.com/RCCDHonors

## POSTING POLICY

If you have news or information you want to give out for free, bring a copy to the Office of Student Life, Room 205A in the Center for Student Success (CSS) and it will be displayed at the College.

*Posting Policy:* Materials may be posted on bulletin boards and other authorized areas for a ten day period by the Office of Student Life/Student Activities Office 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 quarter-sheet 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.

## CENTER FOR INTERNATIONAL STUDENTS AND PROGRAMS

The Center for International Students and Programs (CISP) oversees the Student and Visitor Exchange Program (SVEP) which authorizes RCCD to host foreign national students in compliance with the Department of Homeland Security (DHS). Riverside City, Moreno Valley and Norco colleges host nearly 400 international students each semester from over 50 countries.

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

## RCCD STUDY ABROAD PROGRAM (RCCD-SAP)

The mission of the Riverside Community College District - Study Abroad Program (RCCD-SAP) is to provide RCCD students with opportunities for study, service learning, travel, and global internships. Through faculty-led semester study abroad, faculty-led short-term course abroad, global internships, and travel tours, Study Abroad offers unique opportunities to enroll in an academically rigorous program of study set in a variety of countries that enable students to participate in cross-cultural learning becoming part of the global community. Study abroad aims to promote personal growth, expanding individual's horizons, cultivating global citizenship, enhancing cross-cultural sensitivity, and preparing students for possible international career opportunities. Previous study abroad destinations included Italy, Spain, Egypt, Austria, Dublin, Shanghai, Costa Rica, Argentina, and many more. Study Abroad Program is your gateway to international travel. Make it happen!!

For more information, check www.rccd.edu/studyabroad or email study.abroad@rccd.edu.

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

## WILFRED J. AIREY LIBRARY

To support the mission of the College, the Wilfred J. Airey Library at Norco College provides quality library services and access to a wide range of books, multimedia collections, and electronic resources, including academic journals, eBooks, course textbooks, magazines, newspapers and more. Visit the library in person or online via the library website at https://norcocollege.libguides.com/home.

A librarian is on duty to provide instruction and assist with research or use of library materials during all open hours. The library also provides access to computers, laptops, printers, copiers, scanners, calculators, headphones, device charging stations, and group study rooms.

## LIBRARY HOURS:

During the fall and spring semesters, hours for the library are:
Monday – Thursday 7:30 am - 8:00 pm
Friday 7:30 am - 4:00 pm
Saturday 9:00 am - 2:00 pm

Summer and winter intersession hours vary and are posted at the library and on the library website at https://norcocollege.libguides.com/home.

## LIBRARY CONTACT:

Circulation Desk: (951) 372-7019
Reference Desk: (951) 372-7115
Reference Email: reference@norcocollege.edu
Reference Chat: https://norcocollege.libguides.com/chat

The Wilfred J. Airey Library provides research instruction; quiet study areas; access to printers and photocopies; media playback equipment, and computers. Computers are equipped with internet access and software for word processing, spreadsheets, and presentations. The Norco College ID Card functions as the library card for students, faculty, and staff. Students may also use driver license, state ID, military ID, U.S. passport, Green Card, immigration card, or Right to work cards if student does not have a Norco College ID Card.

Community members may purchase a library card for $5 per academic term. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

## CAMPUS ACTIVITIES

An extensive program of activities is provided by the Associated Students of Norco College (ASNC). A calendar of these events is maintained in the Center for Student Success, Room 205A (CSS 205A) and is available online at www.norcocollege.edu/asnc. Please stop by and find out how you can get involved and follow us on Instagram @OfficialASNC.

## CLUBS AND ORGANIZATIONS

ASNC sponsors an array of clubs/organizations, including honors societies, social services, professional and general interest clubs/organizations. Membership to these organizations is open to all students who have paid the current semester's student services fee. Students are encouraged to join campus clubs and organizations or form new clubs or organizations. Not all clubs listed here are currently active. For an updated list, visit www.norcocollege.edu/clubs. The Clubs and Organizations Guide offers procedures for starting a new club. The club guide is available in the Office of Student Life (CSS 205A).

**Honors**
- Phi Theta Kappa Honor Society
- Psi Beta - Psychology Honor Society

**Religious**
- Mustangs for Christ

**Academic**
- Art
- Criminal Justice Student Association
- E-Sports
- hEARt - Early Childhood Development
- Kinesiology Student Association
- Music Industry Studies
- Norco Choir
- Norco Karate Organization
- PUENTE
- STEM
- Umoja
- Writing Club - Clear Perspectives Publications

**Special Interest**
- Active Minds - Mental Health Awareness
- Liberated Scholars - Justice Involved Students
- M.E.Ch.A.
- Norco Student Veterans of America
- PRISM - Gender and Sexuality Awareness
- Rising Scholars
- Rugby
- Student Discussion

Student clubs and organizations dedicate their time to the improvement of the College and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards. Clubs and organizations also exist to provide various kinds of service to the College and to the community as well.

## COLLEGE HOUR

Norco College is committed to a strong co-curricular program which is intended to complement instructional programs by offering a broader educational experience providing two "activity hours" per week: Tuesday/Thursday 12:50 pm to 1:50 pm. During College Hour, an extensive program of activities (e.g., lectures, films, speakers) is provided by the ASNC in collaboration with the Inter Club Council. A master calendar of these events is maintained in the Office of Student Life (CSS 205A).

## 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 (full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received (BP3040).

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 Admissions & Records at Norco College and request to have directory information withheld.

## HONOR SOCIETY

Riverside Community College District had its own honor society from 1921 until 1953. Today Norco College offers membership in Phi Theta Kappa Honor Society, the oldest, largest and most prestigious honor society in higher education. Phi Theta Kappa is an international society endorsed by the American Association of Community Colleges. To inquire about joining Phi Theta Kappa, please visit the Office of Student Life for more information.

## OFFICE OF STUDENT LIFE

The Office of Student Life 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 Norco College
- Support for student clubs and organizations
- College social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Food Pantry Services and Support
- Leadership development opportunities
- On-campus events
- Provides information and services to all students pertaining to scholarships, book loans, housing insecurity support, and athletics.
- Recycling program
- Student Ambassador program

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. The Office of Student Life is located in the Center for Student Success, CSS 202.

## SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products, including e-cigarettes and vapor devices, is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District. Refer to board policy: https://www.rccd.edu/bot/Pages/policies.aspx.

## STUDENT GOVERNMENT

Norco College has one of the most active student government programs in the country. The Associated Students of Norco College (ASNC), which is part of the Associated Students of Riverside Community College District, is the official student voice of the College and is responsible for an array of cultural, social, advocacy, and other co-curricular activities.

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

Students can become involved in ASNC by running for office, being appointed to vacant positions, or becoming involved in a wide range of other activities.

Norco College strongly encourages student participation. Students who wish to become involved should visit the Office of Student Life, Room 205A in the Center for Student Success (CSS) or visit www.norcocollege.edu/asnc to learn more.

## STUDENT EMPLOYMENT/COLLEGE WORK-STUDY

The Student Employment Office helps students gain work experience and earn money to pay for their educational expenses by working part-time (up to 20 hours per week). Hourly pay rates vary and currently start at the state minimum wage; however, some positions may start at a higher rate of pay.

All student employees are required to provide documents that establish identity (consistent with the name used to register for classes) and employment authorization. In addition, to verify social security numbers for payroll purposes, all employees are required to present a social security card. Standard employment documentation must also be completed and processed before a student employee may begin employment. For more information on employment requirements, visit the Student Employment Office website at www.norcocollege.edu/seo.

There are multiple types of employment available through the college work-study program:

**1. Department Funded Work-Study**

The wages for department funded work-study positions are paid from a department's budget and are available to any student who meets the criteria below. These positions do not require financial aid eligibility.

Eligibility Requirements:

- Must enroll in and maintain at least half-time enrollment (minimum of 6.0 units in Fall or Spring semesters, and minimum of 3.0 units in Summer or Winter sessions)
- Must maintain a 2.0 cumulative GPA (waived for new students)
- Must designate Norco College as your home college (although, students may take classes at any of the colleges within the district)

**2. Federal Work-Study**

The wages for federal work-study (FWS) positions are paid for by the government as a form of financial aid. These positions are only available to eligible financial aid recipients.

Eligibility Requirements:

- Secure and maintain eligibility for a federal work-study (FWS) financial aid award from Student Financial Services. This requires students to submit a Free Application for Federal Student Aid (FAFSA) at

www.fafsa.gov, complete all financial aid documents, request the addition of the FWS award, and maintain Satisfactory Academic Progress.
- Must enroll in and maintain at least half-time enrollment (minimum of 6.0 units in Fall or Spring semesters, and minimum of 3.0 units in Summer or Winter sessions)
- Must maintain a 2.0 cumulative GPA (waived for new students)
- Must designate Norco College as your home college (although, students may take classes at any of the colleges within the district)

The FWS program awards up to $4,000 per year depending on the student's financial aid eligibility. Most employment opportunities through the FWS program are on-campus positions with some working off-campus as reading tutors, math tutors, and in other community service roles.

**3. CalWORKs Work-Study**

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

Eligibility Requirements:
- Maintain eligibility for the county's Greater Avenues for Independence (GAIN) program
- Must be enrolled in at least one unit
- Must maintain a 2.0 cumulative GPA (waived for new students)
- Must designate Norco College as your home college (although, students may take classes at any of the colleges within the district)

For more information about college work-study opportunities, contact the Student Employment Office by visiting www.norcocollege.edu/seo.

Current student employees who need assistance with hiring paperwork, need employment verifications, or have other inquiries regarding their employment may contact the Student Employment Office directly at (951) 372-7190.

## STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

References: BP 2250
Education Code Section 70902(b)(3);
Title 5 Sections 55030 - 55034

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 units during intersessions. Dismissal students will be limited to five units during intersession.

**Standards for Probation**

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

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50%.

A student who feels an error has been made in his/her academic status should make a counseling appointment. 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 3500
Ed Code Section 66300, 66301, 76033;
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

   Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.

3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.

4. Committing or attempting to commit robbery, bribery, or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willfully or persistently smoking, including e-cigarettes and vapor devices in any area where smoking has been prohibited by law or by policy or procedure of the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military and veteran status, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.

10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.

12. Engaging in dishonesty

    Forms of Dishonesty include, but are not limited to:

    a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
    b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
    c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
    d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
    e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
    f. Buying or selling authorization codes for course registration.

13. Entering or using District facilities without authorization.

14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or

administrative procedure without authorization.

18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off- site class, or during any District sponsored activity, trip or competition.
    a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 2720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility

A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 3500[A], which deal with matters of student discipline and student grievance.

B The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 3500[A].

C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 3500[B].

D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.

E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

## STUDENT DISCIPLINE PROCEDURES

References: AP 3500[A]
Education Code Sections 66017, 66300, 72122, 76030 and 76032

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

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

II. Definitions
District - The Riverside Community College District

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

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

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from

one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

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

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

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

Restitution - This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

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

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

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

III. Academic Dishonesty
In cases of academic dishonesty by a student, a faculty member may take anyone 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.

IV. Actions That May Be Taken Prior to Suspension or Expulsion
The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

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)

V. Process Preceding Suspensions or Expulsions

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

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

B. Time limits - The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.

C. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:

- 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

D. Potential Disciplinary Actions

1. Short-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
2. Long-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
3. Expulsion - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

VI. Hearing Procedures

A. Request for Hearing - Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.

B. Schedule of Hearing - The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received

C. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

D. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

E. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
3. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by a preponderance of the evidence that the facts alleged are true.
6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be

represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
11. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

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

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

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

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

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

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

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

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

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

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

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

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

## STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP 3500[B]
Education Code Section 76224
Title 5 Section 55024

I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.
2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

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

   There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.
4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

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

III. Informal Consultation Process

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

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

IV. Grievance Process and Formal Hearing

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

1. Upon receipt of a written request for a formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:

   a. Two (2) students appointed by the College Student Body President.

b. Two (2) faculty members appointed by the College Academic Senate President.
c. One (1) academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.

4. The College Grievance Committee Chair will:

a. Forward a copy of the request for hearing to the faculty member being grieved within seven (7) days (excluding weekends and holidays) of receipt of the request.
b. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
c. Arrange for a disability accommodation if requested pursuant to the above.
d. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

   Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
j. Ensure that the formal hearing will be closed to the public.

5. The Grievance Committee will:

a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

1. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the Vice President of Academic Affairs. The Vice President may:

   a. Concur with the decision of the Committee, or
   b. Modify the Committee's decision.

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

2. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Vice President's decision, may appeal the decision to the President. The President may:
   a. Concur with the decision of the Vice President, or
   b. Modify the Vice President's decision.

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

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

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

- 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 https://oag.ca.gov/contact/general-comment-question-or-complaint-form.

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

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

## STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE

References: AP 3500[C]
Education Code Section 76224
Title 5 Section 55024

I. General Provisions

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

Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 6430[A] titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 3500[A] Student Discipline Procedures.

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

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

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

There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

A. District - The Riverside Community College District

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

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

D. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.

E. Time Limits - Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

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

A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.

B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a

written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

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

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

A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.

B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:

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

C. The College Grievance Committee Chair will:

1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
2. Arrange for a disability accommodation if requested pursuant to the above.
3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than ten (10) days prior to the hearing.

   Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
9. Ensure that the formal hearing will be closed to the public.

D. The Grievance Committee will:

1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.
2. Submit its findings of fact and disposition to each party

and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

V. Appeals

A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the President. The President may:

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

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

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

VI. Further Rights to File a Complaint

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

A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at http://www.accjc.org/complaint-process. ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.

B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link: https://www.cccco.edu/Complaint-Process-Notice.

C. Any type of complaint may be filed with the California State Attorney General using the form available at: https://oag.ca.gov/contact/general-comment-question-or-complaint-form.

VII. Responsibility

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

## STUDENT SUPPORT SERVICES PROGRAM (TRIO, SSS)

The Student Support Services Program (S.S.S.) is a federally funded TRiO program from the U.S. Department of Education, designed to assist low-income, first generation college students and/or disabled students with enhancing their academic skills, increase retention/graduation rates and provide access and opportunities to higher education.

Services:

- Personal, Academic, Transfer, and Career Counseling
- Tutoring Referrals: Personal one-on-one collaboration
- Workshops (in the areas of transfer information, career, study skills, scholarships)
- Transfer, Financial Aid and Scholarship Application Assistance
- Field trips to four-year universities and cultural activities

Eligibility:

- Low-income students by federal guidelines for income and family size
- First-generation college students (neither parent received a four-year degree) and/or disabled
- Citizen or permanent resident of the United States
- Show potential for future success in higher education, plan on completing A.A. degree, certificate program
- Has a need for academic support, (as determined by the S.S.S. program)
- Enrolled at Norco College with a minimum of 12 units
- No more than 30 units completed

## STUDENT SUPPORT SERVICES PROGRAM, (TRIO, SSS RISE)

The Student Support Services Realizing Individual Success through Education program (S.S.S. RISE) is a federally funded TRiO program from the U.S. Department of Education, designed to assist disabled, low-income and/or first-generation college students with enhancing their academic skills, increase retention/graduation rates and provide access and opportunities to higher education.

Services:

- Personal, academic, transfer and career counseling
- Tutorial Referrals: Personal one-on-one collaboration
- Workshops (in the areas of transfer information, career, study skills, scholarships)
- Transfer, financial aid and scholarship application Assistance
- Field trips to four-year universities and cultural activities

Eligibility:

- Documented disabilities; for example, mobility impairments, psychological, learning, developmental, visual and hearing impairments, etc.
- Citizen or permanent resident of the United States
- First-generation college student (neither parent received a four-year degree) and/or low-income students by federal guidelines for income and family size
- Show potential for future success in higher education, plan on completing an A.A. degree, certificate program, and/or transfer to a four-year college
- Has a need for academic support (as determined by the S.S.S. RISE program)
- Enrolled at Norco College with a minimum of 12 units
- No more than 30 units completed

## TRANSFER CENTER

The Transfer Center is dedicated to assisting students with resources to enhance their academic success, ultimately leading to the attainment of individual educational goals.

We are committed to providing resources, information and services for students who are interested in researching transfer options to accredited baccalaureate four-year universities. Our services include:

- Transfer counseling
- Assistance in researching major course requirements
- Transfer advisement with local university admission officers
- Guaranteed Transfer Pathways:

- CSU Associate Degree for Transfer (ADT)
- UC Transfer Admission Guarantee (TAG)
- Transfer application assistance
- Transfer information workshops
- Transfer Fairs

For more information call: (951) 372-7043.

## LEARNING RESOURCE CENTER

This is the place to be, if you are looking to study or locate academic support and resources.

**Hours of Operation**: Please contact the LRC at (951) 372-7143 for hours of operation or visit https://www.norcocollege.edu/lrc.

LRC services include Tutorial Services, Math and Science Success Center, and the Writing and Reading Center.

## TUTORIAL SERVICES

Norco College Tutorial Services offers FREE tutoring for most college courses. Stop by the Learning Resource Center on the first floor of the Wilfred J. Airey Library.

For the most recent access and schedule information please visit https://www.norcocollege.edu/tutoring.

Services currently offered: appointments, group appointments, and Study Groups.

Appointments are available on a first-come-first-serve basis and are available depending on tutor availability and/or subject support.

## MATH AND SCIENCE SUCCESS CENTER

Math and Science can be challenging, but we are dedicated to making it easier. The Math and Science Success Center is a walk-in resource for students to visit at their own convenience. No appointment necessary.

## WRITING AND READING CENTER

English and writing tutors provide guidance while emphasizing the student's strengths. Tutors are able to assist students with writing assignments from any subject.

The Writing Support and Reading Center is a walk-in resource for students to visit at their convenience. No appointment is necessary.

## TRiO UPWARD BOUND

Upward Bound provides students with academic guidance, personal development and fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. The program predominately serves first-generation, low-income students attending: Centennial High School, Corona High School, and Norte Vista High School. Each high school has its own Upward Bound Program. The Upward Bound Program is 100% federally funded through the Department of Education, TRiO program. For more information call (951) 738-7721 or visit our website at https://www.norcocollege.edu/services/sp/upBound.

## VETERANS RESOURCE CENTER

Norco College provides assistance to Veterans and VA dependents 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 eligible VA dependents seeking to use VA Educational Benefits should apply online to the United States Department of Veterans Affairs at www.vets.gov to request a Certificate of Eligibility. One copy should be submitted to the Veterans Resource Center office at Norco College to be included in your VA file. For questions regarding pay, status of Certificate of Eligibility, please call 1-888-GIBILL-1.

GI Bill® Trademark attribution citation. Complete information can be found at this linkhttps://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp Verify all submitted documents and website advertisements are in compliance before submitting the application. The trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs(VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

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

Before a VA Student Educational Plan (SEP) can be developed, all transcripts must be received by the College in order to have prior credit(s) evaluated. Transcripts must be official, sealed, and printed less than 90 days ago. Veterans are referred to a counselor to obtain a VA approved Student Educational Plan (SEP), which provides a list of acceptable courses that are payable by the VA. Norco College has created a platform entitled Military Articulation Platform (MAP). MAP reviews Military Transcripts to issue possible college credit. Please ask the VRC staff for details. Students may then proceed to register for classes on or after their registration appointment as listed online through WebAdvisor/MyPortal. Check the VA website https://benefits.va.gov/gibill/ for a list of VA approved programs at Norco College.

A Veterans Intent & Statement of Responsibility (VISoR) must be completed and submitted to Veterans Resource Center in order to begin the process of certification. VISoRs may take two to three weeks during peak times for processing. **This form (VISoR) must be submitted to the Veterans Resource Center every term upon course enrollment in order to request benefits and avoid being dropped from courses for non-payment.**

Members or former members of the U.S. Armed Forces may be eligible for priority registration. Active Duty Military members are required to provide a valid Military ID and discharged Veterans must bring a copy of their DD214 (Certificate of Release or Discharge from Active Duty) to Veterans Resource Center to determine eligibility for priority registration. For additional information, contact Veterans Resource Center at (951) 372-7142 or email veterans.services@norcocollege.edu. Additional information is available at www.norcocollege.edu.

Norco 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. 10).

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Surgical Mask

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

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

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

## GENERAL EDUCATION STUDENT LEARNING OUTCOMES

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

### CRITICAL THINKING

Students will be able to demonstrate higher order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems and, where possible, solve them. Students will be able to develop, test, and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

### INFORMATION COMPETENCY & TECHNOLOGY LITERACY

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

### COMMUNICATION

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

### SELF-DEVELOPMENT AND GLOBAL AWARENESS

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

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

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

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

Students not interested in earning an AA-T or AS-T degree may earn an AA/AS degree with an emphasis in one of the 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 degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

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

### I. RESIDENCE REQUIREMENT

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

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

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days/three months ago, be in a sealed envelope from the institution and be submitted to the Admissions & Records office at the student's

home college. Course credit is accepted from regionally accredited institutions as listed at www.collegesource.org. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards an associate degree. Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

**III. GRADE POINT AVERAGE REQUIREMENT**

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

**IV. UNIT REQUIREMENT**

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

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

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

Plan C requires a minimum of 34-37 units as specified in the Intersegmental General Education Transfer Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC). Students who wish to transfer are encouraged to complete an associate degree and see a counselor before selecting a plan.

**V. COMPETENCY REQUIREMENT (0-8 UNITS)**

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

B. Students must demonstrate reading competency by obtaining:

1. Completion of Academic Literacy & Reading 3 or 83 with a "C" or higher;
   OR
2. A minimum grade of "C" in each general education course;
   OR
3. Students have completed 60 degree applicable units with a 2.0 or higher GPA.
   OR
4. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.

C. Students must demonstrate basic competency in writing by successfully completing the general education requirement of English 1A or 1AH or equivalent with a "C" grade or better.

**VI. GENERAL EDUCATION REQUIREMENTS**

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements.

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

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

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

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

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

## PLAN A

**RCCD General Education**

**A. NATURAL SCIENCES (3 units)**

Anthropology (ANT): 1, 1H
Astronomy (AST): 1A, 1B
Biology (BIO): 1, 1H, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 18, 19, 20, 21, 31A, 31B, 31C, 31D, 31E, 40, 45, 50A, 50B, 55, 60, 60H, 61, 85
Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B
Geography (GEG): 1, 1H, 1L, 5
Geology (GEO): 1, 1B, 1L, 2, 3, 5, 30A, 30B, 31, 32
Oceanography (OCE): 1, 1L
Physical Science (PHS): 1, 5
Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11
Psychology (PSY): 2

**B. SOCIAL AND BEHAVIORAL SCIENCES (6 units)**

**B1: American Institutions (3 units)**

Ethnic Studies (ETS): 2, 14, 15, 28, 29
History (HIS): 6, 6H, 7, 7H, 14, 15, 26, 28, 29, 31, 34
Political Science (POL): 1, 1H, 5

**B2. Social and Behavioral Sciences (3 units)**

Administration of Justice (ADJ): 1, 3, 9
American Sign Language (ASL): 22
Anthropology (ANT): 2, 2H, 3, 4, 5, 6, 7, 8, 10, 16
Arabic (ARA): 11, 11H
Chemistry (CHE): 17
Chinese (CHI): 11
Communications (COM): 6, 9, 9H, 12, 13, 20
Early Childhood Education (EAR): 20
Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10
Ethnic Studies (ETS): 21, 23, 27, 44
French (FRE): 11
Geography (GEG): 2, 3, 4, 6, 7, 8, 30A, 30B, 30C, 30D
History (HIS): 1, 2, 2H, 4, 5, 11, 12, 19, 21, 22, 25, 32, 33, 35, 42, 44
Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 60, 61, 62, 69, 70, 71, 72, 73, 74
Italian (ITA): 11
Japanese (JPN): 11
Military Science (MIL): 1, 2
Political Science (POL): 2, 2H, 3, 4, 4H, 6, 8, 10, 11, 12, 13, 14, 17, 20, 21, 22, 23
Psychology (PSY): 1, 1H, 8, 9, 10, 33, 35, 35H, 48, 50
Russian (RUS): 11
Sociology (SOC): 1, 1H, 2, 3, 10, 10H, 12, 15, 20, 23, 25, 48, 50
Spanish (SPA): 11, 12

**C. HUMANITIES (3 units)**

Architecture (ARE): 36
American Sign Language (ASL): 1, 2, 3, 4, 22
Arabic (ARA): 1, 2, 3, 8, 11, 11H
Art (ART): 6, 6H, 11, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 50A, 50B, 51A, 51B
Art History (AHS): 1, 1H, 2, 2H, 3, 4, 5, 6, 6H, 7, 8, 9, 10, 11, 12, 13, 14, 15
Chinese (CHI): 1, 2, 11
Communication Studies (COM): 7, 11, 12
Dance (DAN): 6, 6H, 7, 8, 9
English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17A, 17B, 17C, 18, 20, 23, 24, 25, 30, 34, 35, 38A, 38B, 38C, 40, 41, 44, 45, 48
Ethnic Studies (ETS): 13, 18, 20, 24, 25
Film Studies (FST): 1, 1H, 2, 3, 4, 5
Film, Television, and Video (FTV): 12, 38A, 38B, 41, 42, 44A, 45A, 48, 51A, 51B, 52, 53, 64A, 65, 67, 68, 71A, 72, 74, 77, 79
French (FRE): 1, 2, 3, 8, 11
Game Development (GAM): 2
History (HIS): 1, 2, 2H, 4, 5
Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 20A, 20B, 20C, 23, 35
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Music (MUS): 1, 3, 4, 5, 6, 8A, 8B, 9, 10, 11, P11, 12, P12, 19, 19H, 20, 21, 22, 23, 25, 26, P27, 28, P28, 29, 30, 31, 32A, 32B, 32C, 32D, P32A, 33, 35, 36, P36, 37, 38, 39, 40, 41, 42, 43A, 43B, 43C, 44, P44, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 65, 66, 67, 68, 69, 70, P70, 71, 72, 73, 74, 75, 76, P76, 77, P77, 78, 79, 80, 81, 82, 83, 84, P84, 85, 86, 87, 88, 89, 89H, 92, 93, 94, 95, 97, 98, 101
Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 33, 34, 35, 36
Photography (PHO): 8
Portuguese (POR): 1, 2
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 2, 2H, 3, 4, 8, 11, 12
Theater Arts (THE): 2, 3, 4, 5, 6, 9, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54, 55, 56, 57, 58

**D. LANGUAGE AND RATIONALITY (10 units)**

**D1: English Composition (4 units)**

English (ENG): 1A, 1AH

**D2: Communication and Analytical Thinking (6-8 units)**

Students must complete one course from two of the following disciplines. Only one course may be chosen from Computer Information Systems or Computer Science.

Academic Literacy and Reading (ALR): 4
Communication Studies (COM): 1, 1H, 2, 3, 6, 9, 9H
Computer Information Systems (CIS): 1A, 5, 7, 14A, 17A, 18A, 30A
Computer Science (CSC): 5, 7, 8, 14A, 17A, 18A
English (ENG): 1B, 1BH
Mathematics (MAT): 1A, 1AH, 1B, 1C, 2, 3, 5, 10, 11, 12, 12H, 15, 23, 25, 26, 32, 35, 36, 53
Philosophy (PHI): 11, 32
Psychology (PSY): 48, 50
Sociology (SOC): 48, 50

**E. HEATH EDUCATION & SELF DEVELOPMENT (5 units)**

**E1: Health Education (3 units)**

Biology (BIO): 35
Health Education (HES): 1

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

**E2: Self Development (Minimum 2 units)**
**Option 1: Kinesiology (Two activity courses)**
Complete two activity courses. Any Kinesiology course with an A or V, or any Dance course with a D is considered an activity course.

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

The following courses have a laboratory component and may be counted as one of the two activity courses required: Kinesiology (KIN): 6, 23, 27, 28, 29, 33, 34
Music (MUS): 48, 49, 59, 60, 61, 66

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

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

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

## PLAN B

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

## PLAN C

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

### VII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate in Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Registered apprentices must complete at least two terms of an approved registered apprenticeship program at Riverside Community College District, with a grade of "C" or better, in order to apply for an apprenticeship certificate. 50% of the coursework for any certificate pattern must be completed at any of the colleges within Riverside Community College District, with 1 course completed from the college awarding the certificate. A grade of "C" or better is required for each course.

### VIII. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

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

Summer – First day of Summer term through July 15 to graduate in Summer

Fall – First day of Fall term through October 15 to graduate in Fall

Winter – First day of Winter term through February 1 to graduate in Winter or Spring

Spring – First day of Spring term through April 1 to graduate in Spring

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

### IX. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ summer 2022 through spring 2023. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

### X. AREAS OF EMPHASIS DEGREES

## A. ASSOCIATE OF ARTS

**ADMINISTRATION AND INFORMATION SYSTEMS**
**NAA494/NAA494B/NAA494C**

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

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

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

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

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

INCLUDED DISCIPLINES AND COURSES
***Required Courses (9 units, selected from the following):***
Accounting (ACC): 1A
Business Administration (BUS): 10, 10H, 18A
Computer Applications and Office Technology (CAT): 3
Computer Information Systems (CIS): 1A, 3
Economics (ECO): 7, 7H, 8, 8H
Political Science (POL): 8

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

## COMMUNICATION, MEDIA AND LANGUAGES

**NAA495/NAA495B/NAA495C**

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

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

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

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

INCLUDED DISCIPLINES AND COURSES
Academic Literacy & Reading (ALR): 4
American Sign Language (ASL): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22
Anthropology (ANT): 8
Applied Digital Media (ADM): 1
Arabic (ARA): 1, 2, 3, 8, 11
Chinese (CHI): 1, 2, 11
Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19
English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48, 49
Ethnic Studies (ETS): 20, 25
Film Studies (FST): 1, 1H, 2, 3, 4, 5
Film, Television and Video (FTV): 12, 44A, 45A, 65
French (FRE): 1, 2, 3, 8, 11
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D
Library (LIB): 1
Photography (PHO): 12
Portuguese (POR): 1, 2
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 51

## FINE AND APPLIED ARTS

**NAA496/NAA496B/NAA496C**

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical

development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

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

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

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

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

INCLUDED DISCIPLINES AND COURSES
Applied Digital Media (ADM): 1, 2C, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 200
Art (ART): 6, 6H, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200
Art History (AHS): 1, 1H, 2, 2H, 3, 4, 5, 6, 6H, 7, 8, 9, 10, 11, 12, 13, 14
Communication Studies (COM): 1, 1H, 2, 3, 7, 11
Dance (DAN): 6, 6H, 7, 8, 9, D9, D10, D13, D14, D15, D16, D17, D19, D20, D21, D22, D23, D25, D29, D31, D32, D33, D34, D37, D38, D39, D43, D44, D46, D47, D48, D49, D50, D51, D60
English (ENG): 11, 12, 17A, 17B, 17C
Film, Television, and Video (FTV): 38A, 38B, 41, 42, 44A, 45A, 48, 51A, 51B, 52, 53, 64A, 65, 66, 67, 68, 72
Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84
Photography (PHO): 8, 9, 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**
**NAA497/NAA497B/NAA497C**
Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

**Program Learning Outcomes**
Upon completion, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
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 three disciplines; 9 units must be taken in a single discipline. Up to three units may be taken in a studio course. The 18 units must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.***

INCLUDED DISCIPLINES AND COURSES
American Sign Language (ASL): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22
Anthropology (ANT): 7, 8
Arabic (ARA): 1, 2, 3, 8, 11, 11H
Architecture (ARE): 36
Art (ART): 6, 6H
Art History (AHS): 1, 1H, 2, 2H, 3, 4, 5, 6, 6H, 7, 8, 9, 10, 11, 12, 13, 14
Chinese (CHI): 1, 2, 11
Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13
Dance (DAN): 6, 6H
English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48
Ethnic Studies (ETS): 2, 13, 14, 15, 18, 20, 25, 28, 29
Film, Television and Video (FTV): 12, 65
Film Studies (FST): 1, 1H, 2, 3, 4, 5
French (FRE): 1, 2, 3, 8, 11
Game Development (GAM): 2
History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 25, 26, 28, 29, 31, 32, 34, 35

Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Library (LIB): 1
Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93
Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35
Political Science (POL): 11
Portuguese (POR): 1, 2
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 51
Theatre (THE): 3, 29

APPLICABLE STUDIO COURSES INCLUDE
***(Note that some classes are less than 3 units)***
Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200
Dance (DAN): 7, 8, 9, D9, D10, D13, D14, D15, D16, D17, D19, D20, D21, D22, D23, D25, D29, D31, D32, D33, D34, D37, D38, D39, D43, D44, D46, D47, D48, D49, D50, D51, D60
English (ENG): 11, 12, 17A, 17B, 17C
Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84
Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

## KINESIOLOGY, HEALTH AND WELLNESS

**NAA498/NAA498B/NAA498C**

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

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

**Program Learning Outcomes**
Upon completion, a student will be able to:

1. Analyze 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. Identify and interpret the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

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

INCLUDED DISCIPLINES AND COURSES
***Required Courses (take 3 units in each of the two disciplines):***
Health Science (HES):1 (or BIO 35)
Kinesiology/academic courses (KIN): 4, 6, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38

**Elective Courses**
***(12 additional units, selected from the following)***
Biology (BIO): 4, 6, 18, 45, 50A, 50B
Early Childhood Education (EAR): 26
Guidance (GUI): 45, 46, 47, 48
Kinesiology/academic courses (KIN): 4, 6, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38
Kinesiology/activity courses (KIN): A03, A04, A07, A11, A12, A13, A20, A21, A28, A29,A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54A, A54B, A55, A57A, A57B, A57C, A64, A64A, A64B, A64C, A67, A68, A69, A71, A75A, A75B, A77A, A77B, A77C, A81A, A81B, A81C, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C
Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25,V26, V27, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V82, V92, V94, V95

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

## SOCIAL AND BEHAVIORAL STUDIES

**NAA499/NAA499B/NAA499C**

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

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

**Program Learning Outcomes**
Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

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

INCLUDED DISCIPLINES AND COURSES
Administration of Justice (ADJ): 1, 2, 3, 4, 5, 6, 8, 9, 9H, 13, 14, 15, 20, 21, 22, 25
American Sign Language (ASL): 22
Anthropology (ANT): 1, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10
Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13
Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40 42, 43, 47
Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10
Ethnic Studies (ETS): 27
Geography (GEG): 2, 3, 4, 6
Guidance (GUI): 47, 48
History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 35
Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19
Library Science (LIB): 1
Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7A, 7B, 7C, 7D, 8, 10A, 10B, 10C, 11, 12, 13, 14
Psychology (PSY): 1, 1H, 2, 8, 9, 33, 35, 35H, 48, 50
Sociology (SOC): 1, 1H, 2, 3, 10, 10H, 12, 15, 20, 25, 48

## B. ASSOCIATE OF SCIENCE

**CAREER AND TECHNICAL EDUCATION PROGRAMS**
An associate of science degree in Career & Technical Education program will be awarded upon completion of the requirements for the certificate or program of 18 units or more with a grade of "C" or better or a "P," if the course is taken on a "pass-no pass" basis. Completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree.

**MATH AND SCIENCE NAS493 /NAS493B/NAS493C**
These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. Courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

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

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

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

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

INCLUDED DISCIPLINES AND COURSES:
***Required Courses (Take one course in each of the three categories, including one course with a lab):***

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

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

3. Life Sciences:
   Biology (BIO) 1, 1H, 2, 4, 5, 6, 7, 8, 9, 10, 18, 19, 20, 50A, 55, 60, 60H

***Elective Courses (The remaining units may be taken from any of the following courses):***
Anthropology (ANT): 1, 1H
Astronomy (AST): 1A, 1B
Biology (BIO): 1, 1H, 2, 2A, 2B, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 18, 19, 20, 31A, 31B, 31C, 31D, 31E, 35, 40, 45, 50A, 50B, 55, 60, 60H, 61, 85
Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17
Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C
Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C
Electronics (ELE): 23, 25
Engineering (ENE): 10, 21, 27, 30, 35
Geography (GEG): 1, 1H, 1L, 5
Geology (GEO): 1, 1B, 1L, 3
Health Science (HES): 1

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

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

## SCHOLASTIC HONORS AT COMMENCEMENT

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.

## GRADING SYSTEM

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

### INCOMPLETE

An "I" is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written contract submitted online on WebAdvisor/MyPortal. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor/MyPortal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" symbol will be changed to the grade the instructor has predetermined if the student does not meet the conditions of the agreement.

### MILITARY WITHDRAWAL

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

Students should refer to WebAdvisor/MyPortal for withdrawal deadlines.

### GRADE POINTS

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

### GRADE CHANGES

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

### EXTENUATING CIRCUMSTANCES PETITION

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

### AUDITING CLASSES

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

- Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
- Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
- When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
- With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20 percent of the course has been completed.
- With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/ she has not enrolled in that course for credit during the same semester.
- No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
- Credit students have priority over auditors. If a course

closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
- The audit fee is $15 per unit. Students enrolled in 10 or more semester units may audit an additional 3 units free (may be 3 one-unit courses). The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

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

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

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

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

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

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

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

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

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

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

**DUPLICATION OF AP/IB AND COLLEGE COURSES**
Students, please be advised that college courses taken before or while attending an RCCD college may duplicate IB or AP examinations. If an IB or AP exam duplicates a college course or vice versa, a student will be awarded credit for only one.

## CREDIT FOR PRIOR LEARNING
References: BP 2235
Title 5 Section 55050
Credit may be earned by students who satisfactorily pass an assessment, which may include approved external standardized examinations, credit by examination, and the evaluation of Joint Services Transcripts (in the case of military service), student-created portfolios, industry credentials and experience, to be determined by faculty in the district-wide discipline. The Chancellor shall establish administrative procedures to implement this Board Policy in consultation with District Academic Senate.

Also see AP 2235 Credit for Prior Learning and AP 2236 Advanced Placement Credit.

## CREDIT BY EXAMINATION
Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign (world) languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed 12 units or more of work at Riverside Community

College District with an overall grade point average of 2.0 "C". The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions with consultation and review by the Office of Educational Services.

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

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

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

Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans Administration Benefits or eligibility purposes. The student's academic record will be clearly annotated to reflect that credit was earned by examination.

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

## CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted. CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

## RCCD GENERAL EDUCATION/CSU-GE CREDIT FOR CLEP TESTS

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

## MILITARY CREDIT

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

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

## CREDIT FOR EXTRA-INSTITUTIONAL LEARNING

Credit for extra-institutional learning may be awarded to those students who have attained competency of subject matter through experiences outside of the sponsorship of legally authorized and accredited post-secondary institutions.

Upon approval of the appropriate academic Department Chair or related Discipline Faculty, Norco College will accept the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and the National Guide to College Credit for Workforce Training; the National College Credit Recommendation Service; and credit recommendations from other similar nationally recognized academic institutions.

Other college limitations on the number of transfer credits allowable and residency requirement noted elsewhere in this Catalog will apply. Extra-institutional learning credit will be evaluated only if applicable to a specified degree or certificate, and any credit granted will apply only at Norco College.

To petition for extra-institutional learning credit, a student must have at least a 2.0 grade point average, not be on probation, and be in good standing. Any form used in the approval process will inform the student that credit awarded for Extra-Institutional learning will apply only to Certificates and Degrees at Norco College. The student's permanent academic record shall be annotated in such a manner as to reflect an accurate history of extra-institutional learning credit granted.

## COMBINED EXTERNAL CREDIT

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

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

50% of the coursework for any certificate pattern must be completed at any of the colleges within Riverside Community College District, with 1 course completed from the college awarding the certificate. A grade of "C" or better is required for each course.

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

**2022-2023 RCCD International Baccalaureate (IB) Examination Chart**

| IB Examination | IB Score | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|
| IB Biology HL | 5,6,7 | 3 | Natural Sciences | 3 semester units toward area B2 | 6 | 3 semester units toward area 5B | 5.3 |
| IB Chemistry HL | 5,6,7 | 3 | Natural Sciences | 3 semester units toward area B1 | 6 | 3 semester units toward area 5A | 5.3 |
| IB Economics HL | 5,6,7 | 3 | Social Behavioral Sciences | 3 semester units toward area D | 6 | 3 semester units toward area 4 | 5.3 |
| IB Geography HL | 5,6,7 | 3 | Social Behavioral Sciences | 3 semester units toward area D | 6 | 3 semester units toward area 4 | 5.3 |
| IB History (any region) HL | 5,6,7 | 3 | Humanities or Social Behavioral Sciences | 3 semester units toward area C2 or D | 6 | 3 semester units toward area 3B or 4 | 5.3 |
| IB Language A: Literature (any language except English) HL | 4 | 3 | Humanities | 3 semester units toward area C2 | 6 | N/A | N/A |
| IB Language A: Literature (any language except English) HL | 5,6,7 | 3 | Humanities | 3 semester units toward area C2 | 6 | 3 semester units toward area 3B and 6A | 5.3 |
| IB Language A: Language and Literature (any language, except English) HL | 4 | 3 | Humanities | 3 semester units toward area C2 | 6 | N/A | N/A |
| IB Language A: Language and Literature (any language, except English) HL | 5,6,7 | 3 | Humanities | 3 semester units toward area C2 | 6 | 3 semester units toward area 3B and 6A | 5.3 |
| IB Language A: Literature (any language) HL | 4 | 3 | Humanities | 3 semester units toward area C2 | 6 | N/A | N/A |
| IB Language A: Literature (any language) HL | 5,6,7 | 3 | Humanities | 3 semester units toward area C2 | 6 | 3 semester units toward area 3B | 5.3 |
| IB Language A: Language and Literature (any language) HL | 4 | 3 | Humanities | 3 semester units toward area C2 | 6 | N/A | N/A |
| IB Language A: Language and Literature (any language) HL | 5,6,7 | 3 | Humanities | 3 semester units toward area C2 | 6 | 3 semester units toward area 3B | 5.3 |
| IB Language B (any language) HL | 4 | N/A | N/A | N/A | 6 | N/A | N/A |
| IB Language B (any language) HL | 5,6,7 | 3 | Humanities | N/A | 6 | 3 semester units toward area 6A | 5.3 |
| IB Mathematics HL | 4 | 3 | Language and Rationality | 3 semester units toward area B4 | 6 | N/A | N/A |
| IB Mathematics HL | 5,6,7 | 3 | Language and Rationality | 3 semester units toward area B4 | 6 | 3 semester units toward area 2A | 5.3 |
| IB Physics HL | 5,6,7 | 3 | Natural Sciences | 3 semester units toward area B1 | 6 | 3 semester units toward area 5A | 5.3 |
| IB Psychology HL | 5,6,7 | 3 | Social Behavioral Sciences | 3 semester units toward area D | 3 | 3 semester units toward area 4 | 5.3 |
| IB Theatre HL | 4 | 3 | Humanities | 3 semester units toward area C1 | 6 | N/A | N/A |
| IB Theatre HL | 5,6,7 | 3 | Humanities | 3 semester units toward area C1 | 6 | 3 semester units toward area 3A | 5.3 |

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

-The UC system-wide policy for IB credit can be found at:
https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ib-credits.html

-The CSU system-wide policy for IB credit can be found at:
https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx

-2021 IGETC Standards Version 2.2:
https://icas-ca.org/wp-content/uploads/2020/06/IGETC-STANDARDS-FINAL-Approved-June-3-2020.pdf

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

## 2022-2023 RCCD Advanced Placement (AP) Examination Credit Chart

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

| AP Examination | AP Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|---|
| Computer Science A | 3,4,5 | **CIS/CSC Elective** | 3 | N/A | N/A | 3 (If a student passes more than one exam in Computer Science only one exam may be applied.) | N/A | 1.3 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.) |
| Computer Science AB | 3,4,5 | **CIS/CSC Elective** | 3 | N/A | N/A | 6 (If a student passes more than one exam in Computer Science only one exam may be applied.) | N/A | 2.7 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.) |
| Computer Science Principles | 3,4,5 | **CIS/CSC GE Elective** | 3 | Language and Rationality | 3 semester units toward Area B4 | 6 (If a student passes more than one exam in Computer Science only one exam may be applied.) | N/A | 5.3 |
| English Language and Composition | 3,4,5 | **English 1A** | 4 | Language and Rationality | 3 semester units toward Area A2 | 6 | 3 semester units toward Area 1A | 5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.) |
| English Literature and Composition | 3,4,5 | **English 1A and English Literature Elective** (Elective units may be used towards AOEs in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.) | 4+3 | Language and Rationality and Humanities | 6 semester units toward Area A2 and C2 | 6 | 3 semester units toward Area 1A or 3B | 5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.) |

## GRADUATION REQUIREMENTS

| AP Examination | AP Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|---|
| Environmental Science ***-Exam taken prior to Fall 2009*** | 3,4,5 | **Biology 19 (Formerly BIO-36)** | 3 | Natural Sciences | 4 semester units toward Area B1 and B3 or Area B2 and B3 | 4 | 3 semester units toward Area 5A and 5C | 2.7 |
| Environmental Science ***-Exam taken Fall 2009 or later*** | 3,4,5 | **Biology 19 (Formerly BIO-36)** | 3 | Natural Sciences | 4 semester units toward Area B1 and B3 | 4 | 3 semester units toward Area 5A and 5C | 2.7 |
| European History | 3,4,5 | **History 5** | 3 | Social Behavioral Sciences or Humanities | 3 semester units toward Area C2 or D6 | 6 | 3 semester units toward Area 3B or 4 | 5.3 |
| French Language ***-Exam taken prior to 2009*** | 3,4,5 | **French 1 and 2** | 5+5 | Humanities | 6 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| French Language ***-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.*** | 3,4,5 | **French 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| French Language and Culture | 3,4,5 | **French 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| French Literature ***-Exam offered until 2009*** | 3, 4,5 | **French Elective** | 3 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |

| AP Examination | AP Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|---|
| German Language ***-Exam taken prior to Fall 2009*** | 3,4,5 | **German 1 and 2** | 5+5 | Humanities | 6 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| German Language ***-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.*** | 3,4,5 | **German 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| German Language and Culture | 3,4,5 | **German 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Human Geography | 3,4,5 | **Geography 2** | 3 | Social Behavioral Sciences | 3 semester units toward Area D5 | 3 | 3 semester units toward Area 4 | 2.7 |
| Italian Language and Culture | 3,4,5 | **Italian 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Japanese Language and Culture | 3,4,5 | **Japanese 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Latin Literature ***-Exam offered until 2009*** | 3,4,5 | **Latin 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 2.7 |
| Latin Vergil ***-Exam offered until 2012*** | 3,4,5 | **Latin 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 3 | 3 semester units toward Area 3B and 6A | 2.7 |
| Latin | 3,4,5 | **Latin 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |

## GRADUATION REQUIREMENTS

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

| AP Examination | AP Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|---|
| Physics B ***-Exam taken prior to Fall 2009*** | 3,4,5 | **Physics 2A and 2B** | 4+4 | Natural Sciences | 6 semester units toward Area B1 and B3 | 6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.) | 4 semester units toward Area 5A and 5C | 5.3 (Maximum credit 5.3 semester units for all Physics exams.) |
| Physics B ***-Exam taken between Fall 2009 and 2014. Exam offered until 2014.*** | 3,4,5 | **Physics 2A and 2B** | 4+4 | Natural Sciences | 4 semester units toward Area B1 and B3 | 6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.) | 4 semester units toward Area 5A and 5C | 5.3 (Maximum credit 5.3 semester units for all Physics exams.) |
| Physics C: Mechanics | 3,4,5 | **Physics 4A** | 4 | Natural Sciences | 4 semester units toward Area B1 and B3 | 4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.) | 3 semester units toward Area 5A & 5C | 2.7 (Maximum credit 5.3 semester units for all Physics exams.) |
| Physics C: Electricity and Magnetism | 3,4,5 | **Physics 4B** | 4 | Natural Sciences | 4 semester units toward Area B1 and B3 | 4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.) | 3 semester units toward Area 5A & 5C | 2.7 (Maximum credit 5.3 semester units for all Physics exams.) |
| Psychology | 3,4,5 | **Psychology 1** | 3 | Social Behavioral Sciences | 3 semester units toward Area D9 | 3 | 3 semester units toward Area 4 | 2.7 |
| Seminar | 3,4,5 | No Equivalent Course | N/A | N/A | N/A | 3 | N/A | N/A |

## GRADUATION REQUIREMENTS

| AP Examination | AP Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|---|
| Spanish Language ***-Exam was offered until 2014*** | 3,4,5 | **Spanish 1 and 2** | 5+5 | Humanities | 6 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Spanish Language and Culture | 3,4,5 | **Spanish 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Spanish Literature ***-Exam was offered until 2013*** | 3,4,5 | **Spanish Elective** (Elective units may be used towards AOEs in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may be also be applied to list A of the ADT in Spanish.) | 3 | Humanities | 6 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Spanish Literature and Culture | 3,4,5 | **Spanish Elective** (Elective units may be used towards AOEs in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may be also be applied to list A of the ADT in Spanish.) | 3 | Humanities | 3 semester units toward Area C2 | 6 | 3 semester units toward Area 3B and 6A | 5.3 |
| Statistics | 3,4,5 | **Math 12** | 4 | Language and Rationality | 3 semester units toward Area B4 | 3 | 3 semester units toward Area 2A | 2.7 |
| Studio Art: 2D Design | 3,4,5 | **Art 22** (It is recommended that students meet with an Art faculty member to review portfolio.) | 3 | Humanities | N/A | 3 | N/A | 5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.) |
| Studio Art: 3D Design | 3,4,5 | **Art 24** (It is recommended that students meet with an Art faculty member to review portfolio.) | 3 | Humanities | N/A | 3 | N/A | 5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.) |

| AP Examination | AP Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer | IGETC | UC Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|---|---|
| Studio Art: Drawing | 3,4,5 | **Art 17** (It is recommended that students meet with an Art faculty member to review portfolio.) | 3 | Humanities | N/A | 3 | N/A | 5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.) |
| U.S. Government & Politics | 3,4,5 | **Political Science 1** | 3 | American Institutions | 3 semester units toward Area D8 and US-2 (This AP exam does **not** satisfy the CSU US-3 graduation requirement in California state and local government) | 3 | 3 semester units toward Area 4 and US-2 | 2.7 |
| U. S. History | 3,4,5 | **History 6 and 7** | 3+3 | American Institutions or Humanities | 3 semester units toward Area C2 or D6 and US-1 | 6 | 3 semester units toward Area 3B or 4 and US-1 | 5.3 |
| World History: Modern | 3,4,5 | **History 2** | 3 | Social Behavioral Sciences or Humanities | 3 semester units toward Area C2 or D6 | 3 | 3 semester units toward Area 3B or 4 | 5.3 |

-Actual AP transfer credit and number of units awarded for AP exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems.

-The AP chart is based on the most current information available at the time of catalog publication.

-The UC system-wide Policy for AP credit (units towards admission) can be found at:
AP credits | UC Admissions (universityofcalifornia.edu)

-The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at:
https://www2.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx

-2021 IGETC Standards Version 2.2
https://icas-ca.org/wp-content/uploads/2021/06/FINAL_IGETC_STANDARDS-2.2_1June2021.pdf

-Important Note: Each CSU and UC campus determines how an AP exam may count toward credit in a particular major and which scores they consider acceptable. This information may be found in either the university's college catalog or on their website. Students should see a counselor to review the applicability of AP credits towards the different academic requirements.

## GRADUATION REQUIREMENTS

**2022-2023 RCCD College-Level Examination Program (CLEP) Credit Chart**

| CLEP Examination | Passing Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|
| American Government | 50 | **Political Science 1** | 3 | American Institutions | 3 semester units toward Area D | 3 |
| American Literature | 50 | **English Literature Elective** | 3 | Humanities | 3 semester units toward Area C2 | 3 |
| Analyzing and Interpreting Literature | 50 | **English Literature Elective** | 3 | Humanities | 3 semester units toward Area C2 | 3 |
| Biology | 50 | **Biology 10** | 3 | Natural Sciences | 3 semester units toward Area B2 | 3 |
| Calculus | 50 | **Math 1A** | 4 | Language and Rationality | 3 semester units toward Area B4 | 3 |
| Chemistry | 50 | **Chemistry 10** | 3 | Natural Sciences | 3 semester units toward Area B1 | 3 |
| College Algebra | 50 | **Math 11** | 4 | Language and Rationality | 3 semester units toward Area B4 | 3 |
| College Composition | 50 | **English 1A and Elective** | 4+4 | Language and Rationality | N/A | N/A |
| College Composition-Modular | 50 | **No Equivalent Course** | N/A | N/A | N/A | N/A |
| College Mathematics | 50 | **Math 25 and Elective** | 3+3 | Language and Rationality | N/A | N/A |
| English Literature ***-Exam taken prior to Fall 2011*** | 50 | **English Literature Elective** | 3 | Humanities | 3 semester units toward Area C2 | 3 |
| English Literature ***-Exam taken Fall 2011 or later*** | 50 | **English Literature Elective** | 3 | Humanities | N/A | 3 |
| Financial Accounting | 50 | **No Equivalent Course** | N/A | N/A | N/A | 3 |
| French Language Level I | 50 | **French 1 and 2** | 5+5 | Humanities | N/A | 6 |
| French Language Level II ***-Exam taken prior to Fall 2015*** | 59 | **French 1, 2, 3 and 4** | 5+5+5+5 | Humanities | 3 semester units toward Area C2 | 12 |
| French Language Level II ***-Exam taken Fall 2015 or later*** | 59 | **French 1, 2, 3 and 4** | 5+5+5+5 | Humanities | 3 semester units toward Area C2 | 9 |
| German Language Level I | 50 | **German 1 and 2** | 5+5 | Humanities | N/A | 6 |
| German Language Level II ***-Exam taken prior to Fall 2015*** | 60 | **German 1, 2, and 3** | 5+5+5 | Humanities | 3 semester units toward Area C2 | 12 |
| German Language Level II ***-Exam taken Fall 2015 or later*** | 60 | **German 1, 2, and 3** | 5+5+5 | Humanities | 3 semester units toward Area C2 | 9 |
| History of the United States I | 50 | **History 6** | 3 | American Institutions | 3 semester units toward Area D and US-1 | 3 |
| History of the United States II | 50 | **History 7** | 3 | American Institutions | 3 semester units toward Area D and US-1 | 3 |
| Human Growth and Development | 50 | **SBS GE Elective** | 3 | Social Behavioral Sciences | 3 semester units toward Area E | 3 |
| Humanities | 50 | **Humanities Elective** | 3 | Humanities | 3 semester units toward Area C2 | 3 |
| Information Systems and Computer Applications | 50 | **Computer Information Systems 1A** | 3 | Language and Rationality | N/A | 3 |

| CLEP Examination | Passing Score | RCCD Associate Degree Subject Credit | RCCD Unit Credit | RCCD GE | CSU GE | CSU Semester Units Earned Toward Transfer |
|---|---|---|---|---|---|---|
| Introduction to Educational Psychology | 50 | **No Equivalent Course** | N/A | N/A | N/A | 3 |
| Introductory Business Law | 50 | **Business Elective** | 3 | N/A | N/A | 3 |
| Introductory Psychology | 50 | **Psychology Elective** | 3 | Social Behavioral Sciences | 3 semester units toward Area D | 3 |
| Introductory Sociology | 50 | **Sociology 1** | 3 | Social Behavioral Sciences | 3 semester units toward Area D | 3 |
| Natural Sciences | 50 | **Life Science and Physical Science Elective** | 3+3 | Natural Sciences | 3 semester units toward Area B1 or B2 | 3 |
| Pre-Calculus | 50 | **Math Elective** | 3 | Language and Rationality | 3 semester units toward Area B4 | 3 |
| Principles of Accounting | 50 | **No Equivalent Course** | N/A | N/A | N/A | 3 |
| Principles of Macroeconomics | 50 | **Economics 7** | 3 | Social Behavioral Sciences | 3 semester units toward Area D | 3 |
| Principles of Management | 50 | **Management 44** | 3 | N/A | N/A | 3 |
| Principles of Marketing | 50 | **Marketing 20** | 3 | N/A | N/A | 3 |
| Principles of Microeconomics | 50 | **Economics 8** | 3 | Social Behavioral Sciences | 3 semester units toward Area D | 3 |
| Social Sciences and History | 50 | **Social Science and History Elective** | 3+3 | Social Behavioral Sciences | N/A | N/A |
| Spanish Language Level I | 50 | **Spanish 1** | 5 | Humanities | N/A | 6 |
| Spanish Language Level II ***-Exam taken prior to Fall 2015*** | 63 | **Spanish 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 12 |
| Spanish Language Level II ***-Exam taken Fall 2015 or later*** | 63 | **Spanish 1 and 2** | 5+5 | Humanities | 3 semester units toward Area C2 | 9 |
| Trigonometry ***-Exam taken prior to Fall 2006*** | 50 | **Math 36** | 4 | Language and Rationality | 3 semester units toward Area B4 | 3 |
| Western Civilization I: Ancient Near East to 1648 | 50 | **History 4** | 3 | Humanities or Social Behavioral Sciences | 3 semester units toward Area C2 or D | 3 |
| Western Civilization II: 1648 to Present | 50 | **History 5** | 3 | Humanities or Social Behavioral Sciences | 3 semester units toward area D | 3 |

-Actual transfer credits and number of units awarded for CLEP exams towards CSU GE and towards admission is determined by the CSU system. The CLEP chart is based on the most current information available at the time of catalog publication.

-The CSU system-wide policy for CLEP credit can be found at:
https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx

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

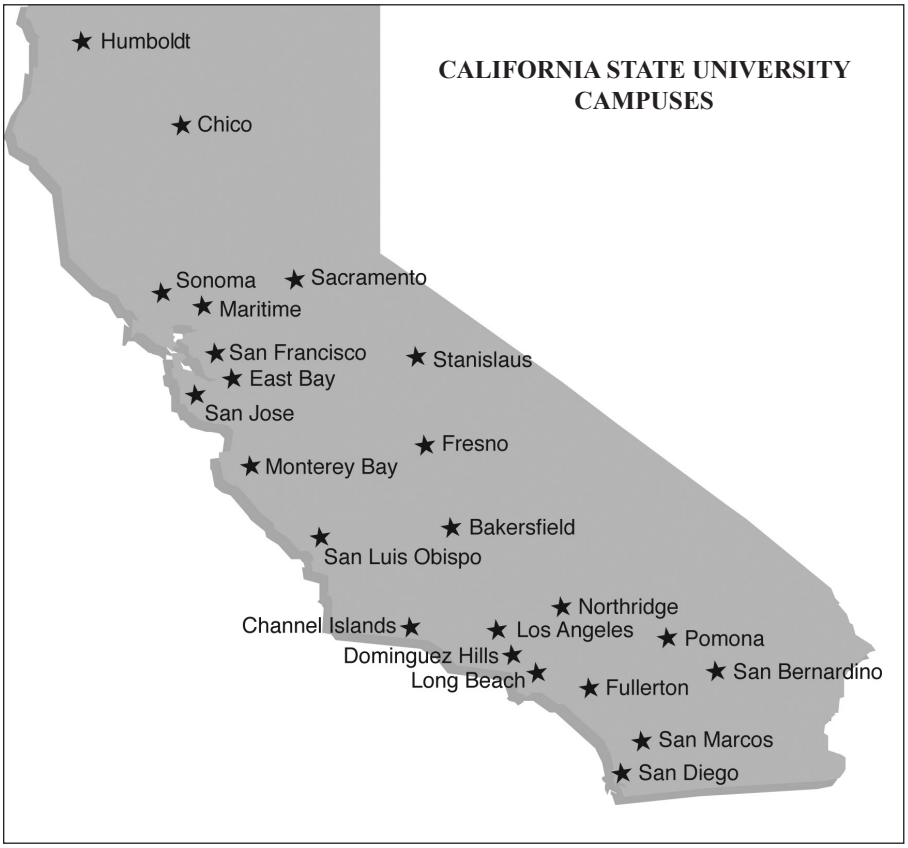
Section IV

# REQUIREMENTS FOR COLLEGE TRANSFER

# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

**University of California (UC)**
UC Website: www.ucop.edu/pathways

UC, Berkeley
UC, Davis
UC, Irvine
UC, Los Angeles
UC, Merced
UC, Riverside
UC, San Diego
UC, San Francisco
UC, Santa Barbara
UC, Santa Cruz




**California State University (CSU)**
CSU Website: www.csumentor.edu

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

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

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

For more information, please visit Norco College's Articulation website: https://www.norcocollege.edu/articulation.

## 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. Nine of these units are upper-division (junior/ senior level) and are to be taken at the CSU campus after transfer. Norco College can certify 39 of these units as having met all of the lower division (freshman/sophomore level) general education requirements. Although it is not an admission requirement, it is to the student's advantage to complete all areas of the general education pattern and have them certified.

Full certification by the community college will be accepted without the need to take additional lower- division general education courses at the CSU campus. Advanced Placement (AP) test credit, certain CLEP exams, International Baccalaureate (IB) exams, 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 Norco College articulation officer. International coursework may only be applied to CSUGE if the international institution has United States regional accreditation. All other international coursework cannot be applied to CSUGE.

## UNIVERSITY OF CALIFORNIA (UC)

### 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 (three semester units or four to five quarter units each).
   - Complete one transferable course in mathematical concepts and quantitative reasoning (three semester units or four to five quarter units each).
   - Complete four transferable college courses (three semester units or four to five quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

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

## IGETC CERTIFICATION

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 2021 must follow the 2021-2022 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 Norco College articulation officer. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

### PARTIAL IGETC CERTIFICATION

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

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

**HOW TO REQUEST CERTIFICATION**
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 Norco College admissions and records department or through their WebAdvisor/MyPortal account.

## 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.

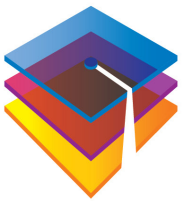
## COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

TThe 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 may be deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Counselors can always help students interpret or explain this information.

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

Each private or out-of-state college/university has a unique set of requirements for admission and for graduation. Students looking to transfer to a private, independent or out-of-state college/university, students should meet with a counselor to see if an articulation agreement exists with their school of interest. Some private and out-of-state universities do accept the CSU GE or IGETC pattern. Students should check with a counselor to see if this is the case with their school of interest. If there is no articulation agreement with the school, students may need to contact the school's admissions office for more information. After researching the transfer admission requirements, students are encouraged to follow up with a Norco 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
*A Degree with a Guarantee.*℠

## 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 Norco College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx.

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

## ADMINISTRATION OF JUSTICE (CSUGE) NAS642 (IGETC) NAS643

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

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

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

| Required Courses (18-19 Units) | | Units |
|---|---|---|
| ADJ-1* | Introduction to the Administration of Justice | 3 |
| ADJ-3* | Concepts of Criminal Law | 3 |
| List A | Choose from the list below | 6 |
| List B | Choose from the list below | 6-7 |

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

| List B Choose two courses from the following (6-7 Units) | | Units |
|---|---|---|
| Any LIST A course not already used | | |
| ADJ-9* | Law in American Society | 3 |
| ADJ-9H* | Honors Law in American Society | 3 |
| ADJ-14 | Advanced Criminal Investigation | 3 |
| ADJ-19 | Introduction to Policing | 3 |
| ADJ-24 | Interviewing and Interrogation | 3 |
| ADJ-31 | Cybercrime and Digital Forensics | 3 |
| ADJ-200 | Administration of Justice Work Experience | 1-4 |
| MAT-12*/12H* | Statistics/Honors | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for the Behavioral Sciences | 3 |
| POL-1*/1H* | American Politics/Honors | 3 |
| PSY-1*/1H | General Psychology/Honors | 3 |
| SOC-1*/1H* | Introduction to Sociology/Honors | 3 |
| SOC-20* | Introduction to Criminology | 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 Administration of Justice for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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 or a "P" if taken as Pass/NoPass.

## ANTHROPOLOGY (CSUGE) NAA616 (IGETC) NAA618

The Associate in Arts Degree in Anthropology for Transfer 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 Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the 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 (18-21 units) | | Units |
|---|---|---|
| ANT-1*/1H* | Physical Anthropology/Honors | 3 |
| ANT-2*/2H* | Cultural Anthropology /Honors | 3 |
| ANT-6* | Introduction to Archaeology | 3 |
| LIST A | Select from the list below | 6-8 |
| LIST B | Select from the list below | 3-4 |

| List A Select two courses from the following | | 6-8 Units |
|---|---|---|
| ANT-3* | Prehistoric Cultures | 3 |
| GEG-1*/1H* | Physical Geography /Honors | 3 |
| GEG-2* | Human Geography | 3 |
| MAT-12*/12H* | Statistics/Honors Statistics | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for Behavioral Sciences | 3 |
| PSY-50* | Research Methods in Psychology | 4 |
| OR | | |
| SOC-50* | Introduction to Social Research Methods | 3 |

List B Select one to two courses from the following for a minimum of 3 units (3-4 units)

Any course from List A not already used.

| | | |
|---|---|---|
| ANT-1L* | Physical Anthropology Laboratory | 1 |
| ANT-4* | Native American Cultures | 3 |
| ANT-5* | Cultures of Ancient Mexico | 3 |
| ANT-7* | Anthropology of Religion | 3 |
| ANT-8* | Language and Culture | 3 |
| ANT-10 | Forensic Anthropology | 3 |
| ANT-16 | Field Methods in Archaeology | 3 |

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

**Associate in Arts for Transfer Degree**

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

## ART HISTORY (CSUGE) NAA742 (IGETC) NAA743

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

**Program Learning Outcomes**

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

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

| Required Courses: (18-20 units) | | Units |
|---|---|---|
| AHS-1* | History of Western Art: Prehistoric, Ancient and Medieval | 3 |
| AHS-2/2H* | History of Western Art: Renaissance through Contemporary/Honors | 3 |
| ART-17 | Beginning Drawing | 3 |
| Electives | Choose from List A | 3 |
| Electives | Choose from List B | 3 |
| Electives | Choose from List C | 3-5 |

| List A: Choose 3 units from the following: | | Units |
|---|---|---|
| AHS-5* | History of Non-Western Art | 3 |
| AHS-9* | African Art History | 3 |
| AHS-12* | Asian Art History | 3 |
| AHS-13* | Pre-Columbian Art History | 3 |
| AHS-14* | Latin American Art: Colonial to the Present | 3 |

| List B: Choose 3 units from the following: | | Units |
|---|---|---|
| ART-18 | Intermediate Drawing | 3 |
| ART-20 | Beginning Sculpture | 3 |
| ART-22 | Basic Design | 3 |
| ART-23 | Color Theory and Design | 3 |
| ART-24 | Three Dimensional Design | 3 |
| ART-26 | Beginning Painting | 3 |
| ART-36A | Computer Art-Introduction | 3 |
| ART-40A | Figure Drawing-Introduction | 3 |

List C: Choose 3-5 units from the following: Units

Any course from List A or List B not already used above

| | | |
|---|---|---|
| AHS-4* | Introduction to Visual Culture | 3 |
| AHS-7* | Women Artists in History | 3 |
| AHS-8* | Art History of the Photographic Image | 3 |
| AHS-10* | Modern and Contemporary Art History | 3 |
| FRE-1* | French 1 | 5 |
| FRE-2* | French 2 | 5 |
| SPA-1* | Spanish 1 | 5 |
| SPA-2* | Spanish 2 | 5 |
| SPA-3* | Spanish 3 | 5 |
| SPA-4* | Spanish 4 | 5 |

Total Units: 18-20

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Art History for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

## BIOLOGY (CSUGE) NAS767 (IGETC) NAS768

The Associate in Science in Biology for Transfer Degree introduces the concepts and principles upon which biologic knowledge is based including the biochemistry, structure and function, ecology and evolution of organisms, from the levels of cells through the biosphere. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The Associate in Science in Biology for Transfer degree provides students with a core curriculum that will prepare them with the knowledge and skills required to earn a baccalaureate degree in biology. The intent of this degree is to assist students in seamlessly transferring to a California State University.

**Program Learning Outcomes**

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

- Be able to identify and explain fundamental biological concepts and principles on the molecular, cellular, organismal, population, ecological, environmental and evolutionary levels.
- Apply knowledge of biological concepts to formulate questions and hypotheses for research and demonstrate ability to find, read, understand, and critically evaluate scientific papers.
- Develop experimental skills and techniques used in laboratory and field research and use the scientific method to develop hypotheses, design and execute experiments.

| Required Courses (32 units) | | Units |
|---|---|---|
| BIO-60 | Introduction to Molecular and Cellular Biology | 5 |
| BIO-61 | Introduction to Organismal and Population Biology | 5 |
| CHE-1A* | General Chemistry I | 5 |
| CHE-1B* | General Chemistry II | 5 |
| MAT-1A* | Calculus I | 4 |
| PHY-2A* | General Physics I | 4 |
| and | | |
| PHY-2B* | General Physics II | 4 |
| OR | | |
| PHY-4A* | Mechanics | 4 |
| and | | |
| PHY-4B* | Electricity & Magnetism | 4 |

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

**Associate in Science for Transfer Degree**

The Associate in Science in Biology for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth for STEM pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) for STEM pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

## BUSINESS ADMINISTRATION 2.0 (CSUGE) NAS1001 (IGETC) NAS1002

This degree is designed to facilitate the student's passage from Norco College to the California State University (CSU) System with an Associate in Science in Business Administration 2.0 for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

**Program Learning Outcomes**

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

| Required Courses (26 units) | | Units |
|---|---|---|
| ACC-1A | Principles of Accounting I | 3 |
| ACC-1B | Principles of Accounting II | 3 |
| BUS-18A | Business Law I | 3 |
| ECO-7*/7H* | Principles of Macroeconomics/Honors Principle of Macroeconomics | 3 |
| ECO-8*/8H* | Principles of Microeconomics/Honors Principle of Microeconomics | 3 |
| MAT-12*/12H* | Statistics/Honors Statistics | 4 |

| Select one course from the following (4 units) | | Units |
|---|---|---|
| MAT-1A* | Calculus I | 4 |
| MAT-5* | Calculus for Business and Life Science | 4 |

| Select one course from the following (3 units) | | Units |
|---|---|---|
| BUS-10/10H | Introduction to Business/Honors | 3 |
| BUS-24 | Business Communication | 3 |

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

PSY/SOC-48 is an approved course substitution for MAT-12/12H and may be used to satisfy the ADT statistics requirement. However, MAT-12/12H is the recommended statistics course for this program since it is more widely accepted for the Business Administration major across the CSU campuses.

**Associate in Science for Transfer Degree**

The Associate in Science in Business Administration 2.0 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 or a "P" if taken as Pass/NoPass.

## CHEMISTRY (IGETC) NAS769

The Associate in Science in Chemistry for Transfer Degree introduces the concepts and principles upon which chemical knowledge is based, including chemical structures and nomenclature, stoichiometry and solving of chemical equations, the thermodynamics of chemical reactions, and theories of chemical bonding. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The Associate in Science in Chemistry for Transfer degree provides students with a core curriculum that will prepare them with the knowledge and skills required to earn a baccalaureate degree in chemistry.

**Program Learning Outcomes**

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

- Master content in inorganic and organic chemistry by describing chemical and physical structures and nomenclature, stoichiometry and solving of chemical equations, and analyzing and describing the nature of chemical reactions and energy.
- Measure and characterize properties of matter using a variety of research-level chemical instrumentation, laboratory techniques, statistical and computational methods
- Display effective cooperation with others on projects and clearly communicate experimental results through oral and written means.
- Demonstrate professional integrity, safety, and environmental stewardship.

| Required Courses (36 Units) | | Units |
|---|---|---|
| CHE-1A* | General Chemistry I | 5 |
| CHE-1B* | General Chemistry II | 5 |
| CHE-12A* | Organic Chemistry I | 5 |
| CHE-12B* | Organic Chemistry II | 5 |
| PHY-4A* | Mechanics | 4 |
| PHY-4B* | Electricity and Magnetism | 4 |
| MAT-1A* | Calculus I | 4 |
| MAT-1B* | Calculus II | 4 |

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

**Associate in Science for Transfer Degree**

The Associate in Science in Chemistry for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) for STEM pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

## CHILD AND ADOLESCENT DEVELOPMENT (CSUGE) NAA885 (IGETC) NAA886

The Associate in Arts in Child and Adolescent Development for Transfer degree is a 60-unit degree program that provides lower-division preparation for students planning to transfer to a CSU for a Bachelor's degree in Child and Adolescent Development, Child Development, Child, Adolescent & Family Studies, Human Development or other related majors. The intention of this degree is to prepare students to transfer and complete degrees and professional programs in the fields of K-12 teaching, clinical social work, clinical psychology, school psychology, school counseling, college teaching, public policy, and/or developmental research. In this major, students will explore theories and concepts about bio-physical, socio-emotional, and cognitive developmental milestones from conception through adolescence; individual and cultural differences; and common variations in development. In this broad, interdisciplinary curriculum, students will develop critical thinking, writing, and oral presentation skills in preparation to be professionals working with children and families.

**Program Learning Outcomes**

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

- Compare and contrast typical and atypical development of children and adolescents in the biophysical, cognitive, and psychosocial domains.
- Relate developmental theory to the observation and assessment of children and teaching practices.
- Identify the correct ECE observation method for gathering authentic assessments on children.
- Understand and apply Developmentally Appropriate Practice in the creation of curriculum and the use of specific teaching strategies to enhance learning.
- Evaluate the role that context (i.e., family, peers, schools, communities, cultures, diversity) and individual experience plays in development.
- Describe the scientific approach to research in the social and behavioral sciences.
- Describe and defend current guidelines for the ethical treatment of children and adolescents.
- Apply basic research methods, including research design, qualitative and quantitative analysis, and the interpretation of data.
- Demonstrate effective written communication skills using APA format.

| Required Courses (18-20 units) | | Units |
|---|---|---|
| EAR-20* | Child Growth and Development | 3 |
| PSY-1*/1H* | General Psychology/Honors | 3 |
| MAT-12*/12H* | Statistics/Honors | 4 |
| OR | | |
| PSY-48*/SOC-48* | Statistics for the Behavioral Sciences | 3 |
| List A | Select from the list below | 3 |
| List B | Select from the list below | 6-7 |

| LIST A Select one course from the following (3 units) | | Units |
|---|---|---|
| ANT-2*/2H* | Cultural Anthropology/Honors | 3 |
| EAR-42 * | Child, Family, and Community | 3 |
| SOC-1*/1H* | Introduction to Sociology/Honors | 3 |
| SOC-10* | Race and Ethnic Relations | 3 |
| SOC-12* | Marriage and Family Relations | 3 |

| LIST B Select two courses course from the following (6-7 units) | | |
|---|---|---|
| BIO-1*/1H* | General Biology/Honors | 4 |
| OR | | |
| BIO-10* | Life Science Principles | 3 |
| EAR-24 | Introduction to Curriculum | 3 |
| EAR-28 | Principles and Practices of Teaching Young Children | 3 |
| PSY-9* | Developmental Psychology | 3 |

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

**Associate in Arts for Transfer Degree**
The Associate in Arts in Child and Adolescent Development for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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 or a "P" if taken as Pass/NoPass.

Total Units: 18-20

## COMMUNICATION STUDIES (CSUGE) NAA587 (IGETC) NAA588

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:

- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationship 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-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-2* | Persuasion in Rhetorical Perspective | 3 |
| COM-7* | Oral Interpretation of Literature | 3 |
| COM-12* | Intercultural Communication | 3 |
| COM-20* | Introduction to Communication Theory | 3 |
| JOU-7* | Mass Communications | 3 |

| Electives Group C (3-4 units) | | Units |
|---|---|---|
| Any course not applied in group A or B above | | |
| COM-11* | Storytelling | 3 |
| COM-13* | Gender and Communication | 3 |
| ANT-2*/2H* | Cultural Anthropology/Honors | 3 |
| ENG-1B*/1BH* | Critical Thinking and Writing/Honors | 4 |
| MAT-12*/12H* | Statistics/Honors Statistics | 4 |
| PSY-1*/1H* | General Psychology/Honors | 3 |
| SOC-1*/1H* | Introduction to Sociology/Honors | 3 |

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

**Associate in Arts for Transfer Degree**
The Associate in Arts in Communication Studies for Transfer degree 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 or a "P" if taken as Pass/NoPass.

## COMPUTER SCIENCE (IGETC) NAS650

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

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

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

| Required Courses (29 units) | | Units |
|---|---|---|
| CSC/CIS-5 | Programming Concepts and Methodology I: C++ | 4 |
| CSC/CIS-7 | Discrete Structures | 3 |
| CSC/CIS-11 | Computer Architecture and Organization: Assembly | 3 |
| CSC/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 or a "P" if taken as Pass/NoPass.

## EARLY CHILDHOOD EDUCATION (CSUGE) NAS529 (IGETC) NAS530

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 or a "P" if taken as Pass/NoPass.

## ENGLISH (CSUGE) NAA648 (IGETC) NAA649

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

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Read a variety of literary texts (fiction, poetry, drama, literary non-fiction) with understanding and insight.
- Demonstrate critical thinking skills about literary texts, including the ability to construct and test interpretive hypotheses, analyze rival hypotheses, and recognize interpretive problems to which literary texts give rise.
- Write analytical or argumentative essays on literary texts that demonstrate effective stylistic, organizational, and rhetorical control, support claims with sound textual evidence, and employ correct MLA citation methods.
- Demonstrate an awareness of the relationship between literature and culture, including a recognition of literature as a product of as well as a contribution to human history.

| 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/HUM-8* | Introduction to Mythology | 3 |
| ENG-11* | Creative Writing | 3 |
| ENG-44* | Poetry from the Twentieth Century to the Present | 3 |

| List C Choose one course from the following (3 units) | | Units |
|---|---|---|
| Any course from List A and List B not already used | | |
| ENG-9* | Introduction to Shakespeare | 3 |
| ENG-10 | Special Studies in Literature | 3 |
| ENG/ETS-18* | Survey of Native American Literature | 3 |
| ENG/ETS-20* | Survey of African American Literature | 3 |
| ENG/HUM-23* | The Bible as Literature | 3 |
| ENG/ETS-24* | Survey of Asian American Literature | 3 |
| ENG/ETS-25* | Latinx Literature of the United States | 3 |
| ENG-30* | Children's Literature | 3 |
| ENG-35* | Women in Literature | 3 |
| ENG-45* | Modern Drama | 3 |
| ENG-48* | Short Story and Novel from the Twentieth Century to the Present | 3 |
| COM-7* | Oral Interpretation of Literature | 3 |
| THE-3* | Introduction to Theater | 3 |

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

**Associate in Arts for Transfer Degree**

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

## ENVIRONMENTAL SCIENCE (IGETC) NAS893

The Associate in Science in Environmental Science for Transfer Degree (AS-T in Environmental Science) introduces the concepts and principles upon which environmental knowledge is based including the biological, chemical, and physical concepts underlying scientific theory and application to environmental issues. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation to apply to environmental concerns affecting our everyday lives. The AS-T in Environmental Science provides students with a core curriculum to develop key skills for applying biological, physical, and chemical principles to the study of the environment and the developing solutions to environmental problems.

**Program Learning Outcomes**

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

- Examine the impact of humankind on the environment from scientific, sociological, political, and economic viewpoints both locally and globally.
- Apply concepts and implement skills learned in the sciences, mathematics, and humanities to real-world environmental issues.
- Demonstrate an ability to examine scientific evidence demonstrating how human activities affect many ecosystems and recommend alternatives to present practices.

| Required Courses (40-41 Units) | | Units |
|---|---|---|
| BIO-60* | Introduction to Molecular and Cellular Biology | 5 |
| CHE-1A* | General Chemistry I | 5 |
| BIO-61* | Introduction to Organismal and Population Biology | 5 |
| OR | | |
| CHE-1B* | General Chemistry II | 5 |

| List A (14-15 Units) | | Units |
|---|---|---|
| BIO-19* | Environmental Science | 3 |
| GEG-1*/1H* | Physical Geography/Honors | 3 |
| AND | | |
| GEG-1L* | Physical Geography Laboratory | 1 |
| MAT-12*/12H* | Statistics/Honors | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for the Behavioral Sciences | 3 |
| MAT-1A* | Calculus I | 4 |

| List B (11 Units) | | Units |
|---|---|---|
| ECO-8*/8H* | Principles of Microeconomics/Honors | 3 |
| PHY-2A*+2B* | General Physics I and II | 8 |
| OR | | |
| PHY-4A*+4B* | Mechanics AND Electricity & Magnetism | 8 |

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

**Associate in Science for Transfer Degree**
The Associate in Science in Environmental Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) for STEM requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

Total Units: 40-41

## HISTORY (CSUGE) NAA744 (IGETC) NAA745

The Associate in Arts in History for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in History at a California State University. This degree is designed to prepare students to transfer seamlessly to a CSU.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Describe, interpret, and evaluate a variety of sources of historical information.
- Demonstrate an understanding of the nature of historical processes.
- Describe and analyze economic, intellectual, political and social developments in history.
- Evaluate the role of individuals, institutions, and cultures in view of historical events in a global context.

| 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 |
| HIS-1* | History of World Civilizations I | 3 |
| HIS-2* | History of World Civilizations II | 3 |
| List A | Choose from the list below | 3 |
| List B | Choose from the list below | 3 |

List A Select one course from the following (3 units)

| | | |
|---|---|---|
| COM-12* | Intercultural Communication | 3 |
| ENG-20* | Survey of African American Literature | 3 |
| HIS-14* | African American History I | 3 |
| HIS-25* | History of Mexico | 3 |
| HIS-31* | Introduction to Chicana/o Studies | 3 |
| HIS-34* | History of Women in America | 3 |
| POL-4*/4H* | Introduction to World Politics/Honor | 3 |
| SOC-10* | Race and Ethnic Relations | 3 |

List B Select one course from the following (3 units)

| | | |
|---|---|---|
| ECO-7*/7H* | Principles of Macroeconomics/Honors | 3 |
| GEG-2* | Human Geography | 3 |
| HIS-26* | History of California | 3 |
| HUM-4*/4H* | Arts and Ideas: Ancient World through the Late Medieval Period/Honors | 3 |
| HUM-5/5H* | Arts and Ideas: Renaissance through the Modern Era/Honors | 3 |
| POL-1*/1H* | American Politics/Honors | 3 |
| POL-2* | Comparative Politics | 3 |
| SOC-1*/1H* | Introduction to Sociology/Honors | 3 |

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

**Associate in Arts for Transfer Degree**
The Associate in Arts in History for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

## KINESIOLOGY (CSUGE) NAA890 (IGETC) NAA891

This degree is designed to facilitate the student's passage from Norco College to the California State University System with an Associate in Arts in Kinesiology for Transfer Degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Kinesiology. 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:

- Identify and investigate career pathways in the discipline of Kinesiology.
- Utilize fitness principles and training guidelines to plan and practice an individualized cardiorespiratory endurance, strength training, and flexibility program
- Demonstrate an understanding of basic anatomical and physiological principles.

| Required Courses (20-23 units) | | Units |
|---|---|---|
| KIN-10* | Introduction to Kinesiology | 3 |
| BIO-50A* | Anatomy and Physiology I | 4 |
| BIO-50B* | Anatomy and Physiology II | 4 |

Movement-Based Courses

Select a maximum of one (1) course from each area below:
Combatives

| | | |
|---|---|---|
| KIN-A40* | Karate, Beginning | 1 |
| KIN-A41* | Karate, Intermediate | 1 |
| KIN-A43 | T'ai-chi Ch'uan, Beginning | 1 |
| KIN-A44 | T'ai-chi Ch'uan, Intermediate | 1 |

| Fitness | | |
|---|---|---|
| KIN-A46* | Hatha Yoga, Beginning | 1 |
| KIN-A47* | Hatha Yoga, Intermediate | 1 |
| KIN-A75A* | Walking for Fitness: Beginning | 1 |
| KIN-A75B* | Walking for Fitness: Intermediate | 1 |
| KIN-A77A* | Jogging for Fitness, Beginning | 1 |
| KIN-A77B* | Jogging for Fitness, Intermediate | 1 |
| KIN-A81A* | Physical Fitness, Beginning | 1 |
| KIN-A81B* | Physical Fitness, Intermediate | 1 |
| KIN-A83* | Kickboxing Aerobics | 1 |

| Team Sports | | |
|---|---|---|
| KIN-A62 | Flag Football | 1 |
| KIN-A64* | Soccer | 1 |

| List A: Select two courses from the following | | (6-9 units) |
|---|---|---|
| BIO-4* | Human Biology | 4 |
| CHE-1A* | General Chemistry, I | 5 |
| KIN-30 | First Aid and CPR | 3 |
| MAT-12*/12H* | Statistics/Honors Statistics | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for the Behavioral Sciences | 3 |
| PHY-2A* | General Physics I | 4 |
| OR | | |
| PHY-4A* | Mechanics | 4 |

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

Total Units: 20-23

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

## MATHEMATICS (CSUGE) NAS719 (IGETC) NAS720

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 |
| CSC/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 or a "P" if taken as Pass/NoPass.

## MUSIC (CSUGE) NAA704 (IGETC) NAA705

The Associate in Arts in Music for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Music at the California State University. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper division work.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to "audiate" a musical score by sight reading and performing complex rhythms and by 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 row, 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) | | 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 semesters from the following:

| | | |
|---|---|---|
| MUS-87 | Applied Music Training (1 unit per semester for a total of 4 units) | 4 |

Ensemble: 1 unit per semester for a total of 4 semesters from among the following:

| | | |
|---|---|---|
| MUS-31 | College Choir | 1 |
| MUS-70 | Guitar Lab Ensemble | 1 |
| MUS-P70 | Guitar Lab Ensemble II | 1 |
| MUS-71 | College Chorus | 1 |

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Music for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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 or a "P" if taken as Pass/NoPass.

Total Units: 24

NOTES:

Students in the Associate in Arts in Music for Transfer degree should be encouraged to study the courses below as additional preparations for upper-division music study:

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

## PHILOSOPHY (CSUGE) NAA715 (IGETC) NAA717

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 |
| or | | |
| PHI-12* | Introduction to Ethics: Contemporary Moral Issues | 3 |
| List A | Choose from the list below | 3 |
| List B | Choose from the list below | 6 |
| List C | Choose from the list below | 3 |

List A Take 3 units from the following:

Any course from the above required courses that has not been used

or

| | | |
|---|---|---|
| PHI-33* | Introduction to Social and Political Philosophy | 3 |
| PHI/HUM 35* | Philosophy of Religion | 3 |

List B Take 6 units from the following:

Any course from List A that has not been used

or

| | | |
|---|---|---|
| PHI-11* | Critical Thinking | 3 |

List C Take 3 units from the following:

Any course from List A or B that has not been used or

| | | |
|---|---|---|
| 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 | 3 |

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

**Associate in Arts for Transfer Degree**
The Associate in Arts in Philosophy for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in the major as determined by the community college district and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

## PHYSICS (CSUGE) NAS638 (IGETC) NAS640

The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in Physics. Successful completion of the transfer degree in Physics guarantees student acceptance to a local California State University to pursue a baccalaureate degree in Physics.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Apply appropriate physical laws and mathematical techniques to analyze various physical situations
- Perform various scientific experiments and to analyze data to check agreement with theoretical predictions

| Required Courses (24 units) | | Units |
|---|---|---|
| PHY-4A* | Mechanics | 4 |
| PHY-4B* | Electricity and Magnetism | 4 |
| PHY-4C* | Heat, Light and Waves | 4 |
| MAT-1A* | Calculus I | 4 |
| MAT-1B* | Calculus II | 4 |
| MAT-1C* | Calculus III | 4 |

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

**Associate in Science for Transfer Degree**
The Associate in Science in Physics for Transfer degree will be awarded upon completion of coursework totaling 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 or a "P" if taken as Pass/NoPass.

## POLITICAL SCIENCE (CSUGE) NAA754 (IGETC) NAA755

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 issues 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 (18-20 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 | 6-7 |

| LIST A Choose three courses from the following (9-10 units) | | |
|---|---|---|
| POL-2* | Comparative Politics | 3 |
| POL-4*/4H* | Introduction to World Politics/Honors | 3 |
| POL-11* | Political Theory | 3 |
| MAT-12*/12H* | Statistics/Honors Statistics | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for the Behavioral Sciences | 3 |

| LIST B Choose two courses from the following (6-7 units) | | |
|---|---|---|
| Any course from List A not already used | | |
| ADJ-9* | Law in American Society | 3 |
| ECO-7*/7H* | Principles of Macroeconomics/Honors | 3 |
| HIS-7*/7H* | Political and Social History of the US/Honors | 3 |
| POL-5* | The Law and Politics | 3 |
| POL-13* | Introduction to American Foreign Policy | 3 |
| PSY-50* | Research Methods in Psychology | 4 |
| SOC-3* | Social Inequality | 3 |
| SOC-50* | Introduction to Social Research Methods | 3 |

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

**Associate in Arts for Transfer Degree**
The Associate in Arts in Political Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better or a "P" if taken as Pass/NoPass.

## PSYCHOLOGY (CSUGE) NAA566 (IGETC) NAA568

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:

- Understand and describe key concepts, principles, and applications in the field of psychology and its content domains.
- Apply information literacy and use scientific reasoning to interpret, design, and conduct basic psychological research and understand psychological phenomena.
- Use APA style to communicate the results of research in written reports and oral presentations.

| Required Courses (19-20 units) | | Units |
|---|---|---|
| PSY-1*/1H* | General Psychology/Honors | 3 |
| PSY-2* | Biological Psychology | 3 |
| PSY-9* | Developmental Psychology | 3 |
| PSY-50* | Research Methods in Psychology | 4 |
| PSY-48*/SOC-48* | Statistics for the Behavioral Sciences | 3 |
| OR | | |
| MAT-12*/12H* | Statistics/Honors | 4 |
| List A | Choose from the list below | 3 |

| List A (3 units) | | Units |
|---|---|---|
| PSY-8* | Social Psychology | 3 |
| PSY-10 | Personal and Social Adjustment | 3 |
| PSY-33* | Theories of Personality | 3 |
| PSY-35*/35H | Abnormal Psychology/Honors | 3 |

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

**Associate in Arts for Transfer Degree**
The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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 or a "P" if taken as Pass/NoPass.

Total Units: 19-20

## SOCIAL JUSTICE STUDIES (CSUGE) NAA1003 (IGETC) NAA1004

The Associate in Arts in Social Justice Studies for Transfer is designed to provide a clear pathway to a CSU major and baccalaureate programs in Social Justice, Ethnic Studies, Women, Gender, or Sexuality Studies, or to programs focused on ethnic groups such as Chicano/Latino Studies, African American Studies, Asian American Studies, or Native American Studies. Social Justice Studies explores the experiences of individuals from various groups, focusing on race, ethnicity, gender, and sexuality, and the complex relations and phenomena of culture, power, oppression, equity, and equality. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

**Program Learning Outcomes**
Upon successful completion of this program, the student will be able to:

- Utilize theoretical perspectives as they relate to structures and systems of power and oppression including critical ethnic studies, Critical Race Theory (CRT), feminist theory, or queer and trans theory
- Employ the principles of Social Justice Studies, Ethnic Studies, or Women, Gender, & Sexuality Studies to identify, explore, and analyze examples of prejudice, discrimination, or oppression in historical or cultural frameworks
- Engage critical thinking and communication skills with a focus on cultural and global awareness
- Use statistics or research methods in the behavioral and social sciences to better analyze issues related to Social Justice Studies
- Analyze issues across multiple disciplines through a social justice lens.

| Required Courses (18-20 units) | | Units |
|---|---|---|
| SJS-110 | Introduction to Social Justice Studies | 3 |
| OR | | |
| SOC-10/10H* | Race and Ethnic Relations/Honors | 3 |
| SOC-15* | Introduction to Women's Studies | 3 |
| MAT-12/12H* | Statistics/Honors | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for the Behavioral Sciences | 3 |

List A Select three courses from at least two of the following areas. (9-10 units)

| Area 1: History or Government | | Units |
|---|---|---|
| ETS-2/HIS-31* | Introduction to Chicano/a Studies | 3 |
| ETS/HIS-14* | African American History I | 3 |
| ETS/POL-21* | Latinx Politics | 3 |
| ETS/POL-23* | Race, Ethnicity, and Politics in America | 3 |
| HIS-34* | History of Women in United States | 3 |
| POL-20* | Latin American Politics | 3 |

| Area 2: Arts and Humanities | | Units |
|---|---|---|
| ENG-35* | Women in Literature | 3 |
| ETS/ENG-18* | Survey of Native American Literature | 3 |
| ETS/ENG-20* | Survey of African American Literature | 3 |
| ETS/ENG-24* | Survey of Asian American Literature | 3 |
| ETS/ENG-25* | Latinx Literature of the United States | 3 |
| HUM-9* | American Voices | 3 |
| HUM-10/10H* | World Religions/Honors | 3 |
| HUM-16* | Arts and Ideas: American Culture | 3 |
| HUM/PHI-35* | Philosophy of Religion | 3 |
| MUS-89/89H* | Music of Multicultural America/Honors | 3 |

| Area 3: Social Science | | Units |
|---|---|---|
| ANT-2/2H* | Cultural Anthropology/Honors | 3 |
| ANT-7* | Anthropology of Religion | 3 |
| ANT-8* | Language and Culture | 3 |
| ETS-27/ANT-4* | Native American Cultures | 3 |
| COM-12* | Intercultural Communication | 3 |
| COM-13* | Gender and Communication | 3 |
| PSY-8* | Social Psychology | 3 |
| PSY-9* | Developmental Psychology | 3 |
| PSY-50* | Research Methods in Psychology | 4 |
| SOC-2* | American Social Problems | 3 |
| SOC-3* | Social Inequality | 3 |
| SOC-50* | Introduction to Social Research Methods | 3 |

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

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

## SOCIOLOGY (CSUGE) NAA695 (IGETC) NAA696

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

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

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

| Required Courses (18-19 units) | | Units |
|---|---|---|
| SOC-1*/1H* | Introduction to Sociology/Honors | 3 |
| List A | Select from the list below | 6-7 |
| List B | Select from the list below | 6 |
| List C | Select from the list below | 3 |

| List A Select two courses from the following (6-7 units) | | Units |
|---|---|---|
| MAT-12*/12H* | Statistics/Honors | 4 |
| OR | | |
| PSY/SOC-48* | Statistics for the Behavioral Sciences | 3 |
| SOC-2* | American Social Problems | 3 |
| SOC-50* | Introduction to Social Research Methods | 3 |

| List B Select two courses from the following (6 units) | | Units |
|---|---|---|
| Any course from List A not already used | | |
| SOC-10* | Race and Ethnic Relations | 3 |
| SOC-12* | Marriage Family Relations | 3 |
| SOC-20* | Introduction to Criminology | 3 |

| List C Select one course from the following (3 units) | | Units |
|---|---|---|
| Any course from List A or B not already used | | |
| SOC-3* | Social Inequality | 3 |
| SOC-15* | Introduction to Women's Studies | 3 |
| ANT-2*/2H* | Cultural Anthropology/Honors | 3 |
| PSY-1*/1H* | General Psychology/Honors | 3 |
| PSY-8* | Social Psychology | 3 |

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

| Total Units | 18-19 |
|---|---|

**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 or a "P" if taken as Pass/NoPass.

## SPANISH (CSUGE) NAA707 (IGETC) NAA708

The Associate in Arts in Spanish for Transfer provides transfer majors with a strong foundation not only in the four basic language skills (listening comprehension, reading comprehension, speaking and writing), but also in the civilization and culture 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 (20 units) | | Units |
|---|---|---|
| SPA 1* | Spanish 1 | 5 |
| SPA 2* | Spanish 2 | 5 |
| SPA 3* | Spanish 3 | 5 |
| SPA 4* | Spanish 4 | 5 |

| 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 |

Total Units 23

*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 the 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 or a "P" if taken as Pass/NoPass.

**Note 2: If a student places out of any 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 the List A or the courses listed below. Any other course substitution must be approved by the Spanish department.

*** Note 3: If a student took the AP Spanish Literature and Culture exam and obtained the score of 3, 4, or 5, 3 units of credit can be applied under List A.

| | | |
|---|---|---|
| ANT-2/2H | Introduction to Cultural Anthropology/Honors | CSU Area D |
| ANT-5 | Cultures of Ancient Mexico | CSU Area D |
| ANT-8 | Language and Culture | CSU Area D |
| AHS-13 | Pre-Columbian Art History | CSU Area C1 |
| AHS-14 | Latin American Art: Colonial to the Present | CSU Area C1 |
| COM-12 | Intercultural Communication | CSU Area D |
| GEG-2 | Human Geography | CSU Area D |
| HIS-25 | History of Mexico | CSU Area C2 or D |
| HIS-31 | Introduction to Chicano/a Studies | CSU Area C2 or D |
| SOC-1/1H | Introduction to Sociology/ Honors | CSU Area D |
| SOC-10/10H | Race and Ethnic Relations | CSU Area D |

## STUDIO ARTS (CSUGE) NAA693 (IGETC) NAA694

The Associate in Arts in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including design, drawing, and painting. This Studio Arts degree has an emphasis in Art History. Additionally, the studio courses align well with preparation for transfer majors in related fields such as sculpture, photography, 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 proficient technical and creative skills with a variety of art materials.
- Understand works of art and design and the artistic contributions of diverse peoples through critical discussion and written assignments.
- Demonstrate, through the analysis of aesthetic and cultural values, an understanding of the contribution of art and design to human experience.

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

| List A: Select 1 course (3 units) | | Units |
|---|---|---|
| AHS-1* | History of Western Art: Prehistoric, Ancient, and Medieval | 3 |
| AHS-5* | History of Non-Western Art | 3 |
| AHS-9* | African Art History | 3 |
| AHS-12* | Asian Art History | 3 |

| List B: Select 3 courses (9 units) | | Units |
|---|---|---|
| ART-18 | Intermediate Drawing | 3 |
| ART-20 | Beginning Sculpture | 3 |
| ART-23 | Color Theory and Design | 3 |
| ART-26 | Beginning Painting | 3 |
| ART-27 | Intermediate Painting | 3 |
| ART-36A | Computer Art-Introduction | 3 |
| ART-40A | Figure Drawing-Introduction | 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 coursework totaling 60 California State University (CSU) transferable units including the 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 or a "P" if taken as Pass/NoPass.

**The 22-23 CSU GE and IGETC Requirements will be posted to our website when available:**
https://www.norcocollege.edu/catalogs/Pages/catalogs.aspx

## *Norco College*
## *California State University General Education Requirements 2021-2022*
***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 course can only be certified if it was approved for CSU GE when it was taken.

**Note: Riverside City College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.**

### A. English Language Communication and Critical Thinking (min. 9 semester or 12 quarter units) – Select one course from each group: *Grades of "C-" or better are required.*

**A-1: Oral Communication:**
COM-1 Public Speaking or
COM-1H Honors Public Speaking
COM-6 Dynamics of Small Group Communication
COM-9 Interpersonal Communication or
COM-9H Honors Interpersonal Communication

**A-2: Written Communication:**
ENG-1A English Composition or
ENG-1AH Honors English Composition

**A-3: Critical Thinking:**
ALR-4 Critical Reading as Critical Thinking
COM-2 Introduction to Persuasion
COM-3 Argumentation and Debate
ENG-1B Critical Thinking and Writing or
ENG-1BH Honors Critical Thinking and Writing
MAT-32 Introduction to Symbolic Logic (Same as PHI-32)
PHI-11 Critical Thinking
PHI-32 Introduction to Symbolic Logic (Same as MAT-32)

### B. Scientific Inquiry and Quantitative Reasoning (min. 9 semester or 12 quarter units) – Select one course from each group: *Also, one of the science courses must have a lab---see underlined courses.*

**B-1: Physical Science:**
CHE-1A General Chemistry, I
CHE-1B General Chemistry, II
CHE-2A Introductory Chemistry, I
CHE-2B Introductory Chemistry, II
CHE-3 Fundamentals of Chemistry
CHE-10 Chemistry for Everyone
CHE-12A Organic Chemistry, I
CHE-12B Organic Chemistry, II
GEG-1 Physical Geography or
GEG-1H Honors Physical Geography
GEG-1L Physical Geography Laboratory
(has a Corequisite of GEG-1 or 1H)
GEG-5 Weather and Climate
PHS-1 Introduction to Physical Science
PHY-2A General Physics I
PHY-2B General Physics II
PHY-4A Mechanics
PHY-4B Electricity and Magnetism
PHY-4C Heat, Light and Waves
PHY-10 Introduction to General Physics
PHY-11 Physics Lab (has a Corequisite of PHY-10)

**B-2: Life Science:**
ANT-1 Physical Anthropology or
ANT-1H Honors Physical Anthropology
ANT-1L Physical Anthropology Laboratory
(has a Corequisite of ANT-1 or 1H)
BIO-1 General Biology or
BIO-1H Honors General Biology
BIO-3 Field Botany
BIO-4 Human Biology (Formerly BIO-17)
BIO-5 General Botany
BIO-7 Marine Biology
BIO-8 Principles of Ecology
BIO-10 Life Science Principles
BIO-18 Human Genetics (Formerly BIO-34)
BIO-19 Environmental Sci. (Formerly BIO-36)
BIO-21 California Naturalist
BIO-45 Survey Anat. & Phys. (Formerly AMY-10)
BIO-50A Anatomy and Physiology I (Formerly AMY-2A)
BIO-50B Anatomy and Physiology II (Formerly AMY-2B)
BIO-55 Microbiology (Formerly MIC-1)
BIO-60 Introduction to Molecular and Cellular Biology (Formerly BIO-11)
BIO-61 Introduction to Organismal and Population Biology (Formerly BIO-12)
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; min. 3 semester or 4 quarter units):**
MAT-1A Calculus I
MAT-1B Calculus II
MAT-1C Calculus III
MAT-2 Differential Equations
MAT-3 Linear Algebra
MAT-5 Calculus for Business and Life Science
MAT-10 Pre-Calculus
MAT-11 College Algebra
MAT-12 Statistics or
MAT-12H Honors Statistics
MAT-25 Mathematics for the Liberal Arts Student
MAT-36 Trigonometry
PSY/SOC-48 Statistics for the Behavioral Sciences

### C. Arts and Humanities (min. 9 semester or 12 quarter units) – Select three courses, *with at least one course from "Arts" and one course from "Humanities":*

**C-1: Arts:**
AHS-1 History of Western Art: Prehistoric, Ancient and Medieval
AHS-2 History of Western Art: Renaissance through Contemporary or
AHS-2H Honors History of Western Art: Renaissance through Contemporary
AHS-4 Introduction to Visual Culture
AHS-5 Arts of Africa, Oceania, and Indigenous North America
AHS-6 Art Appreciation (Same as ART-6) or
AHS-6H Honors Art Appreciation (Same as ART-6H)
AHS-7 Women Artists in History
AHS-8 Art History of the Photographic Image
AHS-9 African Art History
AHS-10 Modern and Contemporary Art History
AHS-12 Asian Art History
AHS-13 Pre-Columbian Art History
AHS-14 Latin American Art: Colonial to Present
ARE-35 History of Architecture - Beginnings through Gothic
ARE-36 History of Architecture - Renaissance to Modern
ART-6 Art Appreciation (Same as AHS-6) or
ART-6H Honors Art Appreciation (Same as AHS-6H)
COM-7 Oral Interpretation of Literature
COM-11 Storytelling
DAN-6 Dance Appreciation
GAM-2 History of Video Games (Formerly GAM-21)
MUS-3 Fundamentals of Music
MUS-19 Music Appreciation or
MUS-19H Honors Music Appreciation
MUS-23 History of Rock and Roll
MUS-25 Jazz Appreciation
MUS-89 Music of Multicultural America or
MUS-89H Honors Music of Multicultural America
THE-3 Introduction to the Theater
THE-29 Musical Theater Appreciation

**C-2: Humanities:**
AHS-4 Introduction to Visual Culture
CHI-1 Mandarin Chinese 1
CHI-2 Mandarin Chinese 2
CHI-11 Culture and Civilization
COM-7 Oral Interpretation of Literature
ENG-1B Critical Thinking and Writing or
ENG-1BH Honors Critical Thinking and Writing
ENG-6 British Literature I: Anglo-Saxon through 18th century
ENG-41 World Literature II: 17th Cent. - Present
ENG-44 Poetry from 20th century to the Present
ENG-45 Modern Drama
ENG-48 Short Story and Novel from 20th Century
ESL-50 Advanced American College English
ETS-2 Intro. to Chicano/a Studies (Same as HIS-31)
ETS-14 African American History I (Same as HIS-14)
ETS-18 Native American Lit. (Same as ENG-18)
HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period
HUM-5 Arts and Ideas: Renaissance- Modern or
HUM-5H Honors Arts and Ideas: Renaissance- Modern
HUM-8 Intro. to Mythology (Same as ENG-8)
HUM-9 American Voices
HUM-10 World Religions or
HUM-10H Honors World Religions
HUM-11 Religion in America

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

ENG-7 British Literature II: Romanticism through Postmodernism
ENG-8 Intro. to Mythology (Same as HUM-8)
ENG-9 Introduction to Shakespeare
ENG-11 Creative Writing
ENG-14 American Literature I: Pre-Contact through the Civil War
ENG-15 American Literature II: 1860 to Present
ENG-16 Introduction to Linguistics
ENG-18 Native American Lit. (Same as ETS-18)
ENG-20 African American Lit. (Same as ETS-20)
ENG-23 Bible as Literature (Same as HUM-23)
ENG-24 Asian American Lit. (Same as ETS-24)
ENG-25 Latinx Lit. of the U.S. (Same as ETS-25)
ENG-30 Children's Literature
ENG-35 Images of Women in Literature
ENG-40 World Literature I: From Ancient Literatures to the 17th Century
ETS-20 African American Lit. (Same as ENG-20)
ETS-24 Asian American Lit. (Same as ENG-24)
ETS-25 Latinx Lit. of the U.S. (Same as ENG-25)
FRE-1 French 1
FRE-2 French 2
FRE-8 Intermediate Conversation
HIS-1 World History to 1500
HIS-2 World History Since 1500
HIS-6 United States History to 1877 or
HIS-6H Honors United States History to 1877
HIS-7 United States History from 1865 or
HIS-7H Honors United States History from 1865
HIS-14 African American History I (Same as ETS-14)
HIS-25 History of Mexico
HIS-26 History of California
HIS-31 Intro. to Chicano/a Studies (Same as ETS-2)
HIS-34 History of Women in America
HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or
HUM-16 Arts and Ideas: American Culture
HUM-18 Death: An Interdisciplinary Perspective
HUM-23 The Bible as Literature (Same as ENG-23)
HUM-35 Philosophy of Religion (Same as PHI-35)
PHI-10 Introduction to Philosophy or
PHI-10H Honors Introduction to Philosophy
PHI-12 Intro. to Ethics: Contemporary Moral Issues
PHI-19 Native American Thought
PHI-22 Philosophy of Science
PHI-33 Intro. to Social and Political Philosophy
PHI-34 Philosophical Survey of Sex, Gender, and Sexuality
PHI-35 Philosophy of Religion (Same as HUM-35)
PHI-36 Asian Philosophy
SPA-1 Spanish 1
SPA-2 Spanish 2
SPA-3 Spanish 3
SPA-4 Spanish 4
SPA-8 Intermediate Conversation
SPA-11 Spanish Culture and Civilization
SPA-12 Latin American Culture and Civilization

## D. Social Sciences (min. 6 semester or 8 quarter units) – *Select two courses:*

ADJ-1 Introduction to Administration of Justice
ADJ-3 Concepts of Criminal Law
ADJ-9 Law in American Society
ANT-2 Cultural Anthropology or
ANT-2H Honors Cultural Anthropology
ANT-3 Prehistoric Cultures
ANT-4 Native American Cultures (Same as ETS-27)
ANT-5 Cultures of Ancient Mexico
ANT-6 Introduction to Archaeology
ANT-7 Anthropology of Religion
ANT-8 Language and Culture
COM-9 Interpersonal Communication or
COM-9H Honors Interpersonal Communication
COM-12 Intercultural Communication
COM-13 Gender and Communication
COM-20 Introduction to Communication Theory
EAR-20 Child Growth and Development
EAR-42 Child, Family and Community
ECO-4 Introduction to Economics
ECO-7 Principles of Macroeconomics or
ECO-7H Honors Principles of Macroeconomics
ECO-8 Principles of Microeconomics or
ECO-8H Honors Principles of Microeconomics
ETS-2 Intro. to Chicano/a Studies (Same as HIS-31)
ETS-14 African American History I (Same as HIS-14)
ETS-21 Latinx Politics (Same as POL-21)
ETS-23 Race, Ethnicity, and Politics in America (Same as POL-23)
ETS-27 Native American Cultures (Same as ANT-4)
GEG-2 Human Geography
GEG-3 World Regional Geography
GEG-4 Geography of California
GEG-6 Geography of the U. S. and Canada
HIS-1 World History to 1500
HIS-2 World History since 1500
HIS-6 United States History to 1877 or
HIS-6H Honors United States History to 1877
HIS-7 United States History from 1865 or
HIS-7H Honors United States History from 1865
HIS-14 African American History I (Same as ETS-14)
HIS-25 History of Mexico
HIS-26 History of California
HIS-31 Intro. to Chicano/a Studies (Same as ETS-2)
HIS-34 History of Women in America
JOU-7 Mass Communications
POL-1 American Politics or
POL-1H Honors American Politics
POL-2 Comparative Politics
POL-4 Intro. to World Politics or
POL-4H Honors Intro. to World Politics
POL-5 The Law and Politics
POL-7A Current Political Issues
POL-11 Political Theory
POL-13 Intro. to American Foreign Policy
POL-20 Latin American Politics
POL-21 Latinx Politics (Same as ETS-21)
POL-22 Politics of the Middle East
POL-23 Race, Ethnicity, and Politics in America (Same as ETS-23)
PSY-1 General Psychology or
PSY-1H Honors General Psychology
PSY-8 Introduction to Social Psychology
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
PSY-35 Abnormal Psychology or
PSY-35H Honors Abnormal Psychology
PSY-50 Research Methods in Psychology
SOC-1 Introduction to Sociology or
SOC-1H Honors Introduction to Sociology
SOC-2 American Social Problems
SOC-3 Social Inequality
SOC-10 Race and Ethnic Relations or
SOC-10H Honors Race and Ethnic Relations
SOC-12 Marriage and Family Relations
SOC-15 Introduction to Women's Studies
SOC-20 Introduction to Criminology
SOC-50 Introduction to Social Research Methods

## E. Lifelong Learning and Self-Development (min. 3 semester or 4 quarter units):

ALR-3 Reading for Academic & Lifelong Literacy
BIO-16 Human Reproduction and Sexual Behavior (Formerly BIO-30)
BIO-35 Health Science (Same as HES-1)
EAR-20 Child Growth and Development
EAR-42 Child, Family and Community
GUI-47 Career Exploration and Life Planning
GUI-48 College Success Strategies
HES-1 Health Science (Same as BIO-35)
KIN-4 Nutrition
KIN-10 Introduction to Kinesiology
KIN-35 Foundation for Fitness and Wellness
KIN-36 Wellness: Lifestyle Choices
KIN-38 Stress Management
PSY-9 Developmental Psychology
PSY-10 Personal and Social Adjustment
PSY-33 Theories of Personality
SOC-12 Marriage and Family Relations

***Activity courses - Only 1 unit of activity coursework may be applied towards area E. Students who took GUI-48 when it was approved in area E as 2 units may combine 1 unit from the approved activity courses listed below in order to fulfill the 3 units required in area E*:**

KIN-A40 Karate, Beginning
KIN-A41 Karate, Intermediate
KIN-A43 T'ai-chi Ch'uan, Beginning
KIN-A44 T'ai-chi Ch'uan, Intermediate
KIN-A46 Hatha Yoga, Beginning
KIN-A47 Hatha Yoga, Intermediate
KIN-A62 Flag Football
KIN-A64A Soccer, Beginning
KIN-A64B Soccer, Intermediate
KIN-A64C Soccer, Advanced
KIN-A75A Walking for Fitness, Beginning
KIN-A75B Walking for Fitness, Intermediate
KIN-A77A Jogging for Fitness, Beginning
KIN-A77B Jogging for Fitness, Intermediate
KIN-A77C Jogging for Fitness, Advanced
KIN-A81A Physical Fitness, Beginning
KIN-A81B Physical Fitness, Intermediate
KIN-A81C Physical Fitness, Advanced
KIN-A83 Kickboxing Aerobics
KIN-A90A Weight Training, Beginning
KIN-A90B Weight Training, Intermediate
KIN-A90C Weight Training, Advanced
KIN-V01 Cross Country, Varsity, Men
KIN-V10 Soccer, Varsity Men
KIN-V12 Cross Country, Varsity, Women
KIN-V25 Soccer, Varsity Women
KIN-V78 Long Distance Running
KIN-V94 In-Season Varsity Sport Conditioning
KIN-V95 Out of Season Varsity Sport Condition

**Military veterans who submit a DD214 will be awarded a full 3 units towards area E certification.**

## F. Ethnic Studies (min. 3 semester or 4 quarter units):

ETS-14 African American History I (Same as HIS-14)
ETS-21 Latinx Politics (Same as POL-21)
ETS-23 Race, Ethnicity, and Politics in America (Same as POL-23)
HIS-14 African American History I (Same as ETS-14)
POL-21 Latinx Politics (Same as ETS-21)
POL-23 Race, Ethnicity, and Politics in America (Same as ETS-23)

***CSU Graduation Requirement in United States History, Constitution and Government:***

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. ETS-2, HIS-6/6H, 7/7H, 31, or 34 may also be used to partially fulfill area C or D. HUM-16 may also be used to partially fulfill area C. POL-1/1H may also be used to partially fulfill area D. ETS/POL-21 or 23 may also be used to fulfill area F or to partially fulfill area D. ETS/HIS-14 may also be used to fulfill area F or to partially fulfill area C or D.

**1. U.S. History**

ETS-2 Introduction to Chicano/a Studies (Same as HIS-31)
ETS-14 African American History I (Same as HIS-14)
HIS-6 United States History to 1877 or HIS-6H Honors United States History to 1877
HIS-7 United States History from 1865 or HIS-7H Honors United States History from 1865
HIS-14 African American History I (Same as ETS-14)
HIS-31 Introduction to Chicano/a Studies (Same as ETS-2)
HIS-34 History of Women in America
HUM-16 Arts and Ideas: American Culture

**2. Constitution and Government**

ETS-21 Latinx Politics (Same as POL-21)
POL-1 American Politics or POL-1H Honors American Politics
POL-21 Latinx Politics (Same as ETS-21)

**Note:** Norco College's POL-1/1H or ETS/POL-21 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students who have completed ETS/POL-23, or who have received a score of 3 or higher on the AP U.S. Government and Politics exam, or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**Notes:**

1. **Courses cannot be double-counted to satisfy more than one GE 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. However, RCCD requires a "C" grade or better to meet course prerequisites.**
4. **It is highly recommended to make an appointment with a counselor to ensure proper academic planning and to complete a student educational plan (SEP).**
5. **CSU GE Area F is a new CSU GE requirement effective Fall 21. Courses taken prior to Fall 21 cannot be applied to area F. Students who began taking courses at Norco College prior to Fall 21 who have maintained catalog rights and are on track to transfer and graduate from the CSU before 24-25 may follow the previous CSU GE pattern. See a counselor for details.**

**CSU GE for STEM -** Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE for STEM, deferring two lower-division GE courses until after transfer. CSU GE for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Norco College, currently only the ADT in Biology allows CSU GE for STEM.**

**"CSU GE Breadth for STEM" certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:**

a. All courses in Areas A, B, E and F of the traditional GE Breadth curriculum; and
b. One course in Area C1 Arts and one course in Area C2 Humanities; and
c. One course in Area D

***Please consult with a Norco College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.***

**The 22-23 CSU GE and IGETC Requirements will be posted to our website when available:**
https://www.norcocollege.edu/catalogs/Pages/catalogs.aspx

## *Norco College*
## *Intersegmental General Education Transfer Curriculum (IGETC) 2021-2022*
## *For Transfer to CSU and UC*

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to Norco College to complete IGETC requirements. A course can only be certified if it was approved for IGETC when it was taken.

**Note: Riverside City College and Moreno Valley College are separate colleges and the courses that are approved for IGETC may vary. Students who wish to take courses at another institution and apply them towards IGETC should always first consult with a counselor to make sure the course will fulfill the intended requirement.**

**Transfer students will receive IGETC certification after completing all of the subject areas below with a min. "C" grade or better (A grade of "C-" is not acceptable.)**

### Area 1 - English Communication (min. 6-9 semester or 8-12 quarter units) -
### CSU – 3 courses required; select one from each group:
### UC – 2 courses required; select one from group 1A and one from group 1B:

**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 or
COM-1H Honors Public Speaking
COM-6 Dynamics of Small Group Communication
COM-9 Interpersonal Communication or
COM-9H Honors Interpersonal Communication

### Area 2 – Mathematical Concepts and Quantitative Reasoning (min. 3 semester or 4 quarter units) – select one course:

MAT-1A Calculus I**
MAT-1B Calculus II
MAT-1C Calculus III
MAT-2 Differential Equations
MAT-3 Linear Algebra
MAT-5 Calculus for Business and Life Science**
MAT-10 Precalculus**
MAT-11 College Algebra**
MAT-12 Statistics or**
MAT-12H Honors Statistics**
MAT-25 Mathematics for the Liberal Arts Student
PSY/SOC-48 Statistics for the Behavioral Sciences**

### Area 3 – Arts and Humanities (min. 9 semester or 12 quarter units) –
### Select three courses, with at least one course from the "Arts" and one course from the "Humanities":

**3A – Arts:**
AHS-1 History of Western Art: Pre-Historic, Ancient, and Medieval
AHS-2 History of Western Art: Renaissance through Contemporary or
AHS-2H Honors History of Western Art: Renaissance through Contemporary
AHS-5 Arts of Africa, Oceania, and Indigenous North America
AHS-6 Art Appreciation (Same as ART-6) or
AHS-6H Honors Art Appreciation (Same as ART-6H)
AHS-7 Women Artists in History
AHS-9 African Art History
AHS-10 Modern and Contemporary Art History
AHS-12 Asian Art History
AHS-13 Pre-Columbian Art History
AHS-14 Latin American Art: Colonial to the Present
ARE-35 History of Architecture - Beginning through Gothic
ARE-36 History of Architecture - Renaissance through Modern
ART-6 Art Appreciation (Same as AHS-6) or
ART-6H Honors Art Appreciation (Same as AHS-6H)
DAN-6 Dance Appreciation
GAM-2 History of Video Games (Formerly GAM-21)
MUS-3 Fundamentals of Music
MUS-19 Music Appreciation or
MUS-19H Honors Music Appreciation
MUS-23 History of Rock and Roll
MUS-25 Jazz Appreciation
MUS-89 Music of Multicultural America or
MUS-89H Honors Music of Multicultural America
THE-3 Introduction to the Theatre
THE-29 Musical Theater Appreciation

**3B – Humanities:**
CHI-11 Culture and Civilization
COM-12 Intercultural Communication*
ENG-6 British Literature I: Anglo-Saxon through 18th Century
ENG-7 British Literature II: Romanticism through Postmodernism
ENG-8 Introduction to Mythology (Same as HUM-8)
ENG-9 Introduction to Shakespeare
ENG-14 American Literature I: Pre-Contact through Civil War
ENG-15 American Literature II: 1860 to the Present
ENG-16 Introduction to Linguistics
ENG-20 Survey of African American Literature (Same as ETS-20)
ENG-23 The Bible as Literature (Same as HUM-23)
ENG-30 Children's Literature
ENG-35 Images of Women in Literature
ENG-40 World Literature I: From Ancient Literatures to the 17th Century
ENG-41 World Literature II:17th Century Through the Present
ENG-44 Poetry from the 20th Century to the Present
ENG-45 Modern Drama
ENG-48 Short Story and Novel from the 20th Century to the Present
ETS-2 Introduction to Chicano/a Studies* (Same as HIS-31)
ETS-14 African American History I* (Same as HIS-14)
ETS-20 Survey of African American Literature (Same as ENG-20)
FRE-2 French 2
FRE-8 Intermediate Conversation
HIS-1 World History to 1500*
HIS-2 World History Since 1500*
HIS-6 United States History to 1877* or
HIS-6H Honors United States History to 1877*
HIS-7 United States History from 1865* or
HIS-7H Honors United States History from 1865*
HIS-14 African American History I* (Same as ETS-14)
HIS-25 History of Mexico*
HIS-26 History of California*
HIS-31 Introduction to Chicano/a Studies* (Same as ETS-2)
HIS-34 History of Women in America*
HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or
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 (Same as ENG-8)
HUM-9 American Voices
HUM-10 World Religions or
HUM-10H Honors World Religions
HUM-11 Religion in America
HUM-16 Arts and Ideas: American Culture
HUM-18 Death: An Interdisciplinary Perspective
HUM-23 The Bible as Literature (Same as ENG-23)
HUM-35 Philosophy of Religion (Same as PHI-35)
PHI-10 Introduction to Philosophy or
PHI-10H Honors Introduction to Philosophy
PHI-12 Intro. to Ethics: Contemporary Moral Issues
PHI-19 Native American Thought
PHI-22 Philosophy of Science
PHI-33 Introduction to Social and Political Philosophy
PHI-35 Philosophy of Religion (Same as HUM-35)
PHI-36 Asian Philosophy
SPA-2 Spanish 2
SPA-3 Spanish 3
SPA-4 Spanish 4
SPA-8 Intermediate Conversation
SPA-11 Spanish Culture and Civilization
SPA-12 Latin American Culture and Civilization

## Area 4 – Social and Behavioral Sciences (min. 9 semester or 12 quarter units) – Select three courses from at least two disciplines:

ADJ-1 Introduction to the Administration of Justice
ADJ-3 Concepts of Criminal Law
ADJ-9 Law in American Society
ANT-1 Physical Anthropology* or
ANT-1H Honors Physical Anthropology *
ANT-2 Cultural Anthropology or
ANT-2H Honors Cultural Anthropology
ANT-3 Prehistoric Culture
ANT-4 Native American Cultures
(Same as ETS-27)
ANT-5 Cultures of Ancient Mexico
ANT-6 Introduction to Archaeology
ANT-7 Anthropology of Religion
ANT-8 Language and Culture
COM-12 Intercultural Communication*
COM-13 Gender and Communication
COM-20 Introduction to Communication Theory
EAR-20 Child Growth and Development
ECO-4 Introduction to Economics**
ECO-7 Principles of Macroeconomics or
ECO-7H Honors Principles of Macroeconomics
ECO-8 Principles of Microeconomics or
ECO-8H Honors Principles of Microeconomics
ETS-2 Introduction to Chicano/a Studies*
(Same as HIS-31)
ETS-14 African American History I*
(Same as HIS-14)
ETS-27 Native American Cultures
(Same as ANT-4)
GEG-2 Human Geography
GEG-3 World Regional Geography
GEG-4 Geography of California
GEG-6 Geography of the U.S. and Canada
HIS-1 World History to 1500*
HIS-2 World History since 1500*
HIS-6 United States History to 1877* or
HIS-6H Honors United States History to 1877*
HIS-7 United States History from 1865* or
HIS-7H Honors United States History from 1865*
HIS-14 African American History I*
(Same as ETS-14)
HIS-25 History of Mexico*
HIS-26 History of California*
HIS-31 Introduction to Chicano/a Studies*
(Same as ETS-2)
HIS-34 History of Women in America*
JOU-7 Mass Communications
POL-1 American Politics or
POL-1H Honors American Politics
POL-2 Comparative Politics
POL-4 Introduction to World Politics or
POL-4H Honors Introduction to World Politics
POL-5 The Law and Politics
POL-11 Political Theory
POL-13 Introduction to American Foreign Policy
PSY-1 General Psychology or
PSY-1H Honors General Psychology
PSY-2 Biological Psychology*
PSY-8 Introduction to Social Psychology
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
PSY-35 Abnormal Psychology
PSY-50 Research Methods in Psychology
SOC-1 Introduction to Sociology or
SOC-1H Honors Introduction to Sociology
SOC-2 American Social Problems
SOC-3 Social Inequality
SOC-10 Race and Ethnic Relations or
SOC-10H Honors Race and Ethnic Relations
SOC-12 Marriage and Family Relations
SOC-15 Introduction to Women's Studies
SOC-20 Introduction to Criminology
SOC-50 Introduction to Social Research Methods

## Area 5 – Physical and Biological Sciences (min. 7 semester or 9 quarter units) – Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:

**5A – Physical Science:**

CHE-1A General Chemistry, I
CHE-1B General Chemistry, II
CHE-2A Introductory Chemistry, I**
CHE-2B Introductory Chemistry, II
CHE-3 Fundamentals of Chemistry**
CHE-10 Chemistry for Everyone**
CHE-12A Organic Chemistry, I
CHE-12B Organic Chemistry, II
GEG-1 Physical Geography
GEG-1H Honors Physical Geography
GEG-1L Physical Geography Laboratory
(has a Corequisite of GEG-1 or 1H)
GEG-5 Weather and Climate
PHS-1 Introduction to Physical Science
PHY-2A General Physics I**
PHY-2B General Physics II**
PHY-4A Mechanics**
PHY-4B Electricity and Magnetism**
PHY-4C Heat, Light and Waves**
PHY-10 Introduction to General Physics**
PHY-11 Physics Lab (has a Corequisite of PHY-10)

**5B - Biological Science:**

ANT-1 Physical Anthropology* or
ANT-1H Honors Physical Anthropology*
ANT-1L Physical Anthropology Laboratory
(has a Corequisite of ANT-1 or 1H)
BIO-1 General Biology or
BIO-1H Honors General Biology
BIO-3 Field Botany
BIO-4 Human Biology (Formerly BIO-17)
BIO-5 General Botany
BIO-7 Marine Biology
BIO-8 Principles of Ecology**
BIO-10 Life Science Principles**
BIO-18 Human Genetics (Formerly BIO-34)
BIO-19 Environmental Sci.** (Formerly BIO-36)
BIO-21 California Naturalist
BIO-45 Survey of Human Anatomy and Physiology
(Formerly AMY-10)
BIO-50A Anatomy and Physiology I (Formerly AMY-2A)
BIO-50B Anatomy and Physiology II (Formerly AMY-2B)
BIO-55 Microbiology (Formerly MIC-1)
BIO-60 Introduction to Molecular and Cellular Biology
(Formerly BIO-11)
BIO-61 Introduction to Organismal and Population Biology
(Formerly BIO-12)
PSY-2 Biological Psychology*

**5C – Science Laboratory:** This requirement is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

## Area 6 – Languages Other Than English (Select one course – UC requirement only):

**6A:**
CHI-1 Mandarin Chinese 1
CHI-2 Mandarin Chinese 2
FRE-1 French 1
FRE-2 French 2
SPA-1 Spanish 1
SPA-2 Spanish 2
SPA-3 Spanish 3
SPA-4 Spanish 4

**Or 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:*

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. ETS-2, HIS-6/6H, 7/7H, 31, or 34 may also be used to partially fulfill area 3B or 4. HUM-16 may also be used to partially fulfill area 3B. POL-1/1H may also be used to partially fulfill area 4. ETS/HIS-14 may also be used to partially fulfill area 3B or 4.

**1. U.S. History**

ETS-2 Introduction to Chicano/a Studies (Same as HIS-31)
ETS-14 African American History I (Same as HIS-14)
HIS-6 United States History to 1877 or HIS-6H Honors United States History to 1877
HIS-7 United States History from 1865 or HIS-7H Honors United States History from 1865
HIS-14 African American History I (Same as ETS-14)
HIS-31 Introduction to Chicano/a Studies (Same as ETS-2)
HIS-34 History of Women in America
HUM-16 Arts and Ideas: American Culture

**2. Constitution and Government**

ETS-21 Latinx Politics (Same as POL-21)
POL-1 American Politics or POL-1H Honors American Politics
POL-21 Latinx Politics (Same as ETS-21)

**Note:** Norco College's POL-1/1H or ETS/POL-21 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students who have completed ETS/POL-23, or who have received a score of 3 or higher on the AP U.S. Government and Politics exam, or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**New CSU GE Ethnic Studies requirement -** Beginning in Fall 21 the CSU has implemented an Ethnic Studies requirement, which is now CSU GE area F. Currently at Norco College ETS/HIS-14, ETS/POL-21, and ETS/POL-23 are approved to satisfy this requirement. See the 21-22 CSU GE pattern and consult with a counselor for complete details.

**IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions**, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend.
For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations.

**Notes:**

1. *** Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.**
2. **** UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.**
3. **A grade of "P" in approved coursework taken as Pass/No Pass through RCCD is acceptable for IGETC certification. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of "Credit/No Credit" ("Pass/No Pass") courses that may be used to meet degree requirements. The UC system allows a maximum of 14 semester units graded "Pass/No Pass" (Credit/No Credit) basis of the 60 transferable semester units required for admission. There is no system-wide policy for CSU campuses. Therefore, each campus has established its own policy on limitations of courses transferred with grades of "Credit/Pass".**
4. **Some of the UC campuses do not accept or recommend IGETC for certain majors, (*i.e.* Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution. For updated information about IGETC limitations visit:**
   https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html
5. **It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).**

***Note - IGETC and IGETC for STEM requirements are subject to change based on the new CSU Ethnic Studies requirement. Updated requirements will be posted as soon as they are available.***

**IGETC for STEM -** Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower-division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Norco College, currently only ADT's in Biology, Chemistry, and Environmental Science allow IGETC for STEM.**

**"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology, Chemistry, or Environmental Science would require:**
**Complete the following courses *before* transfer:**
□ All courses in Areas 1, 2, and 5 of the traditional IGETC; and
□ One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.
**Complete the following courses *after* transfer:**
□ One remaining lower-division general education course in Area 3;*
□ One remaining lower-division general education course in Area 4;* and
□ One course in Area 6 for UC-bound students who have not satisfied it through proficiency.*
*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.
***Please consult with a Norco College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.***

STEM CENTER
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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**

General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals. The work experience may be paid or unpaid, but students must begin their work experience before the beginning of the third week of class. Students earn 1 unit for every 60 hours of unpaid or 75 hours of paid work experience up to 3 units per semester. Students must also complete any other course requirements including attendance at an orientation and participation in scheduled meetings with instructors. General work experience courses may not count for VA benefits, so veterans are advised to enroll in occupational work experience courses only.

**Occupational Work Experience Education**

Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal. The work experience may be paid or unpaid, but students must begin their work experience before beginning the third week of class. Students earn 1 unit for every 60 hours of unpaid or 75 hours of paid work experience up to 4 units per semester. Students must also complete any other course requirements including attendance at an orientation and participation in scheduled meetings with instructors.

**Units Determination:**

All students initially enroll in general work experience (WKX-200) and are then administratively moved to the proper course and unit value after consultation with the course instructor. Units are based on the number of hours employed at the work experience site. Students earn 1 unit for every 60 hours of unpaid or 75 hours of paid work experience. The table below serves as a guide to help students estimate the appropriate number of units based on weekly working hours.

**Hours Worked Per Week**

Students should enroll in:

| | | | | |
|---|---|---|---|---|
| 19-40 | (paid) | 15-40 | (volunteer) | up to 4 units |
| 15-18 | (paid) | 12-14 | (volunteer) | up to 3 units |
| 10-14 | (paid) | 8-11 | (volunteer) | up to 2 units |
| 5-9 | (paid) | 4-7 | (volunteer) | 1 unit |

Students with work experience related to the following disciplines are eligible for occupational work experience courses. This list of majors that qualify as work experience should include any disciplines that have a XXX-200 listing in the catalog (which can change from year to year based on curriculum action). Based on the current catalog, the listed should include the following:

| | |
|---|---|
| ACC | Accounting |
| ADJ | Administration of Justice |
| ARE | Architecture |
| ART | Art |
| BUS | Business Administration |
| CAT | Computer Applications & Office Technologies |
| CIS | Computer Information Systems |
| CON | Construction Technology |
| DFT | Drafting |
| EAR | Early Childhood Education |
| ELE | Electronics |
| ENE | Engineering |
| GAM | Simulation and Gaming |
| JOU | Journalism |
| KIN | Kinesiology |
| MAG | Management |
| MAN | Manufacturing |
| MKT | Marketing |
| MIS | Music Industry Studies |
| MUS | Music |
| RLE | Real Estate |
| SCA | Supply Chain Automation |
| SCT | Supply Chain Technology |
| THE | Theater |

## ARTICULATED TO THE 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 Assessment webpage at https://www.norcocollege.edu/services/assessment.

**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 transcripted as a letter grade on a student's RCCD college transcript.

The minimum grade required for articulated credit is a "B." Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting https://www.norcocollege.edu/academicAffairs/cte. For further information or assistance, please contact the high school articulation office, cte-info@rccd.edu.

**MORENO VALLEY COLLEGE**

**Colton-Redlands-Yucaipa Regional Occupational Program**
Creating an Online Business (BUS-51)
Criminal Investigation (ADJ-13)
Mind Matters (HMS-17)
Virtual Enterprise (BUS-30)
Video Design 2 (CIS-35)
Video Game Design (CIS-36)

**Moreno Valley Unified School District**
Accounting 1 (ACC-55)
BA Empowering Entrepreneurs (BUS-10)
Virtual Business (BUS-30)

**NuView Union School District**
Anatomy/Physiology (BIO-45)

**Riverside County Office of Education**
Emergency Medical Technician (EMS-50 and EMS-51)
Professional Business Communications ROP (BUS-22 and BUS-47)
Public Safety Personnel/First Aid (EMS-41)
RCOE Cyber Security I (CIS-25)
RCOE Cyber Security II (CIS-40D)

**Riverside Unified School District**
First Responder (HCA-2) (EMS-41)
Medical Terminology Honors (MDA-10)

**Val Verde Unified School District**
CTE Completer Photography (PHO-20)
Introduction to Business (BUS-10)
Photography II (PHO-20)

**NORCO COLLEGE**

**Alvord Unified School District**
Anatomy/Physiology (BIO-45)

**Baldy View Regional Occupational Program**
ROP Digital Art I (ART-36A)

**Chaffey Joint Union High School District**
Art 3D Design I 1 and 2 (ART-20)
Computer Graphic Design I 1 and 2 (CIS-78A)
Digital Arts I 1 and 2 (ART-36A)

**Colton Joint Unified School District**
Digital Electronics (ELE-25)
Introduction to Business (BUS-10)

**Colton-Redlands-Yucaipa Regional Occupational Program**
Advanced Manufacturing I (MAN-56)
Advanced Manufacturing I and II (MAN-36)
Construction Technology (CON-60)
STEAM Shop 1 (ENE-10)

**Corona-Norco Unified School District**
Advanced Microsoft Word (CAT-80)
Anatomy and Physiology 1A/1B (BIO-45)
Architectural Design 1A and 1B (ARE-24 and ARE-25)
Business Law (BUS-18A)
Business Management and Leadership (MAG-44)
Computer Aided Drafting 2A & 2B (ENE-42)
Game Design Principles (GAM-3A)
History of Video Games (GAM-2)
Introduction to Business (BUS-10)
Introduction to Engineering & Architectural Design 1A and 1B (ENE-21 and ENE-30)
Introduction to Excel (CAT-98A)
Introduction to Game Programming (GAM-4A)
Medical Anatomy and Physiology (BIO-45)
Robotics 1A/1B (ELE-61)
Technology Applications 1A and 1B (CIS-1A)

**Jurupa Unified School District**
Computer Graphics and Design (ART-39)

**Lake Elsinore Unified School District**
AP Computer Science A (CIS-18A)
AP Art History (AHS-6)
Health Science and Workplace Safety (MAN-55)
Introduction to Engineering Design (ENE-42)

**Moreno Valley Unified School District**
Digital Electronics (ELE-25)

**Murrieta Valley Unified School District**
Video Gaming 1/Computer Programming & Game Design (GAM- 3A and GAM-1)
Video Gaming 2 Game Design and Development (GAM-4A)

**Riverside County Office of Education ROP**
Anatomy & Physiology for the Health Profession (BIO-45)
CIS Microsoft Tools Comprehensive (CAT-3)
Construction Technology - Level 1 (CON-60)

**Riverside Unified School District**
Anatomy and Physiology (BIO-45)
Digital Electronics (ELE-25)
Digital Game Design (GAM-4A)
Game Design Principles (GAM-3A)
Global Business Info/Tech Acad 2 (BUS- 30)
PLTW Human Body Systems (BIO-45)
Principles of Engineering (ENE-60)

**Val Verde Unified School District**
Anatomy and Physiology (BIO-45)
Graphic Design & Adv. (ART-39)

**RIVERSIDE CITY COLLEGE**
**Alvord Unified School District**
American Sign Language 2 (ASL-1)
American Sign Language 3 (ASL-2)

**Baldy View Regional Occupational Program**
Pharmacy Clerk- Medical Mathematics (NRN-93)

**Chaffey Joint Union High School District**
Computer Graphic Design II 1 and 2 (ADM-77A)
Computer Graphic Design III 1 and 2 (ADM-63A)
Computer Graphic Design IV 1 and 2 (ART-36B)

**Colton Joint Unified School District**
Introduction to Engineering Design (ENE-4)

**Colton-Redlands-Yucaipa Regional Occupational Program**
Automotive General Service Technician (AUT-50)
Careers in Nutrition and Wellness (KIN-4)
CISCO Internetworking, Level 1 (CIS-26A)
CISCO Internetworking, Level 2 (CIS-26B)
Cybersecurity I (CIS-25)
Cybersecurity II (CIS-27)
Digital Video Production I (FTV-67)
Digital Video Production II (FTV-74)
Fundamental Web Page Design (ADM-74A)
Graphic Communications (ADM-1)
Graphic Design - Honors (ADM-62)
Graphic Design I (ADM-63A)
Intro to Criminal Justice (ADJ-1)
Personal Fitness Trainer (KIN-43)
Sports Medicine & Therapy (KIN-16)
STEAM Shop 2 (ENE-4)
The Art of Animation (ADM-67)
The Art of Animation II (ADM-68A)
Welding Technology (WEL-65A)

**Corona-Norco Unified School District**
Digital Photography 1A/1B (PHO-20)
Introduction to Word (CAT- 34A)
Introduction to PowerPoint (CAT-65)
Photography 1A/1B (PHO-8)

**Fontana Unified School District**
Dance 3 (DAN-7, DAN-D21, DAN-D32 and DAN-D37)

**Jurupa Unified School District**
Automotive Technology II (AUT-50)
Digital Imaging (ADM-71A)
Digital Photography I (PHO-20)
Digital Photography 2 (PHO-9)
Graphic Tech & Printing (ADM-1)
Design and Innovation (ENE-4)
Introduction to Design (ENE-4)
Video Production (FTV-67)
Video Production and Television Production (FTV-45A)

**Lake Elsinore Unified School District**
Advanced Digital Photography (PHO-9)
Advanced Video Production (FTV-66)
Design 2 (ADM-71A)
Design for Print Publication (ADM-63A)
Digital Photography I (PHO-20)
Digital Video Production (FTV-67)
Graphic Design 2 (ADM-62)
Welding and Materials Joining 2 (WEL-65A)

**Moreno Valley Unified School District**
Web Page Design (ADM-74)

**Murrieta Valley Unified School District**
Intro to Design (Project Lead the Way) (ENE-4)

**Perris Union High School District**
PLTW Introduction to Engineering Design (ENE-4)

**Riverside County Office of Education ROP**
Auto Collision & Refinishing Essentials (AUB-50)
Creative Digital Media-ROP (ADM-71A)
Digital Film Production I (FTV-67)
Digital Film Production II (FTV-65)
Digital Film Production III (FTV-52)
Digital Imaging (ADM-71A and ADM-77A)
Digital Media Web Design (CIS-72A)
Digital Photography I (PHO-20)
Intro to CTE Multimedia Prod (FTV-67)
Maintenance & Light Repair I (AUT-50)
Sports Medicine & Therapeutic Services - Level 1 (KIN-16)

**Riverside Unified School District**
American Sign Language 1 (ASL-1)
American Sign Language 2 (ASL-2)
Broadcast Journalism (FTV-45A)
Digital Film Production 1 (FTV-67)
Digital Film Production 2 (FTV-64A)
Introduction to Engineering Design (ENE-4)
Music Technology and Composition II (MUS-8A)
Music Technology and Composition III (MUS-8B)

**San Jacinto Unified School District**
Welding 1 (Structural Welding and Fabrication) (WEL-75A)
Welding 2 (Structural Welding and Fabrication) (WEL-65A)

**Temecula Valley Unified School District**
ASL Level 1 & 2 (ASL-1)
ASL Level 3 & 4 (ASL-2)
Digital Photography 1A/1B (PHO-20)

## CAREER AND TECHNICAL EDUCATION PROGRAMS

Norco 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 Norco College must file an official application. Admission to Norco 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.

**Apprenticeship**
Norco College conducts apprenticeship programs in cooperation with industry. An apprenticeship program is a formal system of career training from two to five years that combines paid employment, on-the-job training and job related college-level instruction in order to develop highly skilled workers. Apprenticeship programs may lead to an Associate of Science Degree.

Apprenticeship programs between the Joint Apprenticeship Training Committee (JATC) and the College are a cooperative effort. The JATC is composed of representatives from both labor and management from each apprenticeship area and their purpose is to oversee apprenticeship training. Registered apprenticeship programs are approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices; however, anyone meeting the apprenticeship requirements can apply for acceptance. Information on admission to apprenticeship programs can be obtained from the local JATC having jurisdiction over the trade in which you are interested.

**Apprenticeship Certificate Course Requirements**
Registered apprentices who have completed at least two terms of an approved registered apprenticeship program at Norco College may apply for an apprenticeship certificate.

## ASSOCIATE OF SCIENCE DEGREE

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

## STATE-APPROVED CERTIFICATE

(Certificate of Achievement)
The state-approved certificate consists of coursework totaling 16 units or more (sometimes 8 units or more) completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

## LOCALLY-APPROVED CERTIFICATE

(Certificate of Career Preparation)
The locally-approved certificate consists of coursework totaling between 4 to 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 | State Approved Certificates | Associate Degree |
|---|---|---|---|
| **MORENO VALLEY COLLEGE** | | | |
| Ben Clark Training Center | Administration of Justice - MAS504/B/C/MCE504 | • | • |
| | AOJ/Basic Correctional Deputy Academy - MCE923 | • | |
| | AOJ/Basic Public Safety Dispatch Course - MCE940 | • | |
| | AOJ/Corrections - MAS932*/B*/C* | | • |
| | AOJ/Law Enforcement Basic Peace Officer Academy Intensive - MAS931/B/C/MCE931 | • | • |
| | AOJ/Law Enforcement Basic Peace Officer Modular Academy - MAS922/B/C/MCE922 | • | • |
| | Chief Officer - MAS826/B/C/MCE826 | • | • |
| | Crime and Intelligence Analysis - MAS1013/B/C/MCE1013 | • | • |
| | Emergency Management and Homeland Security - MAS1014/B/C/MCE1014 | • | • |
| | Emergency Management and Homeland Security: Cybersecurity - MAS1015/B/C/MCE1015 | • | • |
| | Emergency Management and Homeland Security: Emergency Medical Services - MAS1016/B/C/MCE1016 | • | • |
| | Emergency Management and Homeland Security: Fire Technology - MAS1017/B/C/MCE1017 | • | • |
| | Emergency Management and Homeland Security: Law Enforcement - MAS1018/B/C/MCE1018 | • | • |
| | Emergency Management and Homeland Security: Leadership - MAS1019/B/C/MCE1019 | • | • |
| | Emergency Medical Technician - MCE935 | • | |
| | Fire Officer - MAS827/B/C/MCE827 | • | • |
| | Fire Technology - MAS555/B/C/MCE555 | • | • |
| | Fire Service Leadership - MAS895/B/C/MCE895 | • | • |
| | Firefighter Academy - MAS669/B/C/MCE669 | • | • |
| | Paramedic - MAS585/B/C/MCE585 | • | • |

| AREA OF EMPHASIS ASSOCIATE DEGREES | Moreno Valley | Norco | Riverside |
|---|---|---|---|
| Administration & Information Systems | MAA494*/B*/C* | NAA494*/B*/C* | AA494*/B*/C* |
| American Studies | MAA492*/B*/C* | | AA492*/B*/C* |
| Communications, Media & Languages | MAA495*/B*/C* | NAA495*/B*/C* | AA495*/B*/C* |
| Fine & Applied Arts | MAA496*/B*/C* | NAA496*/B*/C* | AA496*/B*/C* |
| Humanities, Philosophy & Arts | MAA497*/B*/C* | NAA497*/B*/C* | AA497*/B*/C* |
| Kinesiology, Health and Wellness | MAA498*/B*/C* | NAA498*/B*/C* | AA498*/B*/C* |
| Math and Science | MAS493*/B*/C* | NAS493*/B*/C* | AS493*/B*/C* |
| Social & Behavioral Studies | MAA499*/B*/C* | NAA499*/B*/C* | AA499*/B*/C* |

| Associate Degree for Transfer™ | Moreno Valley | Norco | Riverside |
|---|---|---|---|
| **ADMINISTRATION OF JUSTICE** | | | |
| With CSUGE pattern | MAS642* | NAS642* | AS642* |
| With IGETC pattern | MAS643* | NAS643* | AS643* |
| **ANTHROPOLOGY** | | | |
| With CSUGE pattern | MAA616* | NAA616* | AA616* |
| With IGETC pattern | MAA618* | NAA618* | AA618* |
| **ART HISTORY** | | | |
| With CSUGE pattern | MAA742* | NAA742 | AA742* |
| With IGETC pattern | MAA743* | NAA743 | AA743* |
| **BIOLOGY** | | | |
| With CSUGE pattern | MAS767 | NAS767 | AS767 |
| With IGETC pattern | MAS768 | NAS768 | AS768 |
| **BUSINESS ADMINISTRATION 2.0** | | | |
| With CSUGE pattern | MAS1001 | NAS1001 | AS1001 |
| With IGETC pattern | MAS1002 | NAS1002 | AS1002 |
| **CHEMISTRY** | | | |
| With IGETC pattern | | NAS769 | AS769 |
| **CHILD AND ADOLESCENT DEVELOPMENT** | | | |
| With CSUGE pattern | | NAA885 | AA885* |
| With IGETC pattern | | NAA886 | AA886* |
| **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* |
| **ELEMENTARY TEACHER EDUCATION** | | | |
| With CSUGE pattern | | | AA887 |
| With IGETC pattern | | | AA888 |

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| Associate Degree for Transfer™ | Moreno Valley | Norco | Riverside |
|---|---|---|---|
| **ENGLISH** | | | |
| With CSUGE pattern | MAA648* | NAA648* | AA648* |
| With IGETC pattern | MAA649* | NAA649* | AA649* |
| **ENVIRONMENTAL SCIENCE** | | | |
| With IGETC pattern | | NAS893 | AS893 |
| **FILM, TELEVISION, AND ELECTRONIC MEDIA** | | | |
| With CSUGE pattern | | | AS993 |
| With IGETC pattern | | | AS994 |
| **GEOGRAPHY** | | | |
| With CSUGE pattern | MAA758 | | AA758* |
| With IGETC pattern | MAA759 | | AA759* |
| **GEOLOGY** | | | |
| With CSUGE pattern | | | AS941 |
| With IGETC pattern | | | AS942 |
| **HISTORY** | | | |
| With CSUGE pattern | MAA744* | NAA744* | AA744* |
| With IGETC pattern | MAA745* | NAA745* | AA745* |
| **JOURNALISM** | | | |
| With CSUGE pattern | MAA670 | | AA670 |
| With IGETC pattern | MAA671 | | AA671 |
| **KINESIOLOGY** | | | |
| With CSUGE pattern | MAA890 | NAA890 | AA890 |
| With IGETC pattern | MAA891 | NAA891 | AA891 |
| **LAW, PUBLIC POLICY, AND SOCIETY** | | | |
| With CSUGE pattern | | | AA1007 |
| With IGETC pattern | | | AA1008 |
| **MATHEMATICS** | | | |
| With CSUGE pattern | MAS719 | NAS719* | AS719 |
| With IGETC pattern | MAS720 | NAS720* | AS720 |
| **MUSIC** | | | |
| With CSUGE pattern | MAA704 | NAA704 | AA704 |
| With IGETC pattern | MAA705 | NAA705 | AA705 |
| **NUTRITION AND DIETETICS** | | | |
| With CSUGE pattern | | | AS907 |
| With IGETC pattern | | | AS908 |

| Associate Degree for Transfer™ | Moreno Valley | Norco | Riverside |
|---|---|---|---|
| **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* | AA754* |
| With IGETC pattern | MAA755* | NAA755* | AA755* |
| **PSYCHOLOGY** | | | |
| With CSUGE pattern | MAA566* | NAA566* | AA566* |
| With IGETC pattern | MAA568* | NAA568* | AA568* |
| **SOCIAL JUSTICE STUDIES** | | | |
| With CSUGE pattern | | NAA1003 | AA1003 |
| With IGETC pattern | | NAA1004 | AA1004 |
| **SOCIAL JUSTICE STUDIES: GENDER STUDIES** | | | |
| With CSUGE pattern | | | AA1005 |
| With IGETC pattern | | | AA1006 |
| **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 |

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| CERTIFICATES & DEGREES | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|---|
| **ADMINISTRATION OF JUSTICE** | | | | | | |
| Administration of Justice | | • | • | MAS504*/B*/C* MCE504* | NAS504/B/C NCE504 | AS504*/B*/ C* CE504* |
| Administration of Justice/Basic Correctional Deputy Academy | | • | | MCE923 | | |
| Administration of Justice/Basic Public Safety Dispatch | | • | | MCE940 | | |
| Administration of Justice/Corrections | | | • | MAS932*/B*/C* | | |
| Administration of Justice/Law Enforcement Basic Peace Officer Academy Intensive | | • | • | MAS931/B/C MCE931 | | |
| Administration of Justice/Law Enforcement Basic Peace Officer Modular Academy | | • | • | MAS922/B/C MCE922 | | |
| Corrections | | • | | | | CE943* |
| Crime and Intelligence Analysis | | • | • | MAS1013/B/C MCE1013 | | |
| Crime Scene Investigation | | • | | | NCE1041* | CE1041* |
| Digital Forensic Investigation | | • | | | | CE1027 |
| Investigative Technician | | • | | | | CE980* |
| **AIR CONDITIONING AND REFRIGERATION** | | | | | | |
| Building Automation Control | | • | | | | CE944 |
| Building Energy Systems Professional in HVAC Technology | | | • | | | AS945/B/C |
| HVAC Commercial Technology | | • | • | | | AS946/B/C CE946 |
| HVAC Residential Technology | | • | • | | | AS947/B/C CE947 |
| Residential Installation | | • | | | | CE948 |
| **AMERICAN SIGN LANGUAGE** | | | | | | |
| Sign Language Interpreting | | • | • | | | AS505/B/C CE505 |
| **APPLIED DIGITAL MEDIA AND PRINTING** | | | | | | |
| Basic Graphic Communication | | • | | | | CE949 |
| Basic Graphic Design | | • | | MCE939* | | CE939* |
| Graphic Design and Digital Media | | • | • | | | AS950/B/C CE950 |
| Graphic Design and Printing | | • | • | | | AS653/B/C CE653 |
| Electronic Publishing and Design | | • | | | | CE951 |
| Motion Graphics and 3D Animation | | • | | | | CE952 |

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| CERTIFICATES & DEGREES | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|---|
| **ARCHITECTURE** | | | | | | |
| Architectural Graphics | | • | • | | NAS983*/B*/C* NCE983* | |
| Essential 3D Tour | • | | | | NCE1020 | |
| Essential Revit | • | | | | NCE1023 | |
| **ART** | | | | | | |
| Animation | | • | | | | CE973 |
| Visual Communications - Illustration | | • | | | | CE997 |
| **AUTOMOTIVE TECHNOLOGY** | | | | | | |
| Automotive Collision Repair | | • | • | | | AS953/B/C CE953 |
| Automotive - Electrical and Electronics Specialist | | • | • | | | AS991/B/C CE991 |
| Automotive Hybrid and Electric Vehicle | | • | • | | | AS954/B/C CE954 |
| Automotive - Power Train Specialist | | • | • | | | AS990/B/C CE990 |
| Automotive Trim and Upholstery | | • | • | | | AS516/B/C CE516 |
| Automotive Refinishing and Paint | | • | • | | | AS955/B/C CE955 |
| Automotive Technology - Engine Performance Specialist | | • | • | | | AS974/B/C CE974 |
| Automotive Technology - Undercar Specialist | | • | • | | | AS975/B/C CE975 |
| **BIOLOGY** | | | | | | |
| California Naturalist | • | | | | NCE894 | |
| Sustainability in Economics and Society | | | • | | | AA1034/B/C |
| Sustainability in Science and Technology | | | • | | | AA1035/B/C |
| **BUSINESS ADMINISTRATION** | | | | | | |
| Business Administration: Accounting Concentration | | • | • | MAS523*/B*/ C* MCE523* | NAS523*/B*/ C* NCE523* | AS523*/B*/C* CE523* |
| Business Administration: General Business Concentration | | • | • | MAS524*/B*/ C* MCE524* | NAS524*/B*/ C* NCE524* | AS524*/B*/ C* CE524* |
| Business Administration: Global Enterprise Concentration | | • | • | | | AS1036/B/C CE1036 |
| Business Administration: Human Resources Concentration | | • | • | | | AS623*/B*/C* CE623* |
| Business Administration: Logistics Management Concentration | | • | • | | NAS580*/B*/ C* NCE580* | |
| Business Administration: Management Concentration | | • | • | MAS521*/B*/C* MCE521* | NAS521*/B*/C* NCE521* | AS521*/B*/ C* CE521* |

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| CERTIFICATES & DEGREES | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|---|
| Business Administration: Marketing Concentration | | • | • | MAS525*/B*/C* MCE525* | | AS525*/B*/ C* CE525* |
| Business Administration: Real Estate Concentration | | • | • | MAS527*/B*/C* MCE527* | NAS527*/B*/C* NCE527* | AS527*/B*/C* CE527* |
| General Business | • | | | | | CE878* |
| Gig Economy | • | | | | | CE872* |
| Global Industry | | • | | | | CE1042 |
| Human Resources | • | | | | | CE868* |
| Industry Marketing | | • | | | | CE1043 |
| Management | • | | | | | CE877* |
| Project Management Professional | | • | | MCE984 | | CE833* |
| Real Estate Practice | • | | | | | CE873* |
| Real Estate Salesperson and Transaction | • | | | | NCE854* | CE869* |
| Registered and Small Business Income Tax Preparer | • | | | | NCE858 | |
| Small Business Accounting | • | | | MCE859* | NCE859* | CE859* |
| Small Business Payroll Accounting | • | | | MCE860* | NCE860* | CE860* |
| **COMMUNITY INTERPRETATION** | | | | | | |
| Community Interpretation | | • | • | MAS557/B/C MCE557 | | |
| **COMPUTER APPLICATIONS & OFFICE TECHNOLOGY** | | | | | | |
| Administrative Office Professional | • | | | | | CE637* |
| Business Information Worker | | • | | MCE522* | | CE522* |
| Business Information Worker | | • | • | | NAS522/B/C NCE522 | |
| Executive Office Management | | • | • | | | AS639*/B*/C* CE639* |
| Executive Office Professional | • | | | | | CE635* |
| Legal Administrative Professional | • | | | | | CE611* |
| Office Assistant | • | | | | | CE633* |
| Medical Secretary | | • | | | | CE1029 |
| **COMPUTER INFORMATION SYSTEMS** | | | | | | |
| Amazon Web Services (AWS) Cloud Computing | | • | | | | CE957 |
| C++ Programming | • | | | | NCE803* | |
| C++ Programming | | • | | | | CE741* |
| CISCO Networking | | • | | | | CE920* |
| Computer Applications | | • | • | MAS726*/B*/C* MCE726* | | |
| Computer Programming | | • | • | MAS728*/B*/ C* MCE728* | NAS728*/B*/C* NCE728* | AS728*/B*/ C* CE728* |

| CERTIFICATES & DEGREES | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|---|
| Cyber Defense | | | • | | | AS969*/B*/C* |
| Data Analytics | | • | | MCE1009 | | |
| Data Science | | | • | MAS1011/B/C | | |
| Graphic Design | | • | • | | NAS647*/B*/C* NCE647* | |
| Information Assurance Auditing | | • | | MCE896* | | |
| Information Security and Cyber Defense | | • | | | | CE740* |
| Information Technology | | • | | MCE958 | | CE958 |
| Information Technology (IT) Cybersecurity | | | • | MAS1012/B/C | | |
| IT Project Management | | • | | MCE1010 | | |
| IT Technician Pathway: Cybersecurity Analyst | | • | | MCE985* | | |
| IT Technician Pathway: Cybersecurity Specialist | | • | | MCE936* | | |
| IT Technician Pathway: Cybersecurity Healthcare Specialist | | • | | MCE986* | | |
| IT Technician Pathway: IT Systems Specialist | | • | | MCE937* | | |
| IT Technician Pathway: IT Systems Support and Sales | | • | | MCE905* | | CE905* |
| Java Programming | • | | | | NCE809* | |
| Java Programming | | • | | | | CE742* |
| Python Programming | | • | | MCE938 | | |
| Simulation and Gaming: Game Art | | • | • | MAS739/B/C MCE739 | | |
| Web Master-Web Designer | | • | | MCE933* | | CE933* |
| Web Master-Web Developer | | • | | MCE934* | | CE934* |
| **CONSTRUCTION TECHNOLOGY** | | | | | | |
| Construction Management | | • | • | | NAS906/B/C NCE906 | |
| Construction Technology | | • | • | | NAS532/B/C NCE532 | |
| **COSMETOLOGY** | | | | | | |
| Barbering Concepts | | • | | | | CE959 |
| Cosmetology | | • | • | | | AS534/B/C CE534 |
| Cosmetology Business Admin – Entrepreneurial Concentration | | • | • | | | AS537*/B*/C* CE537* |
| Cosmetology Business Admin – Mgmt and Supervision Concentration | | • | • | | | AS535*/B*/ C* CE535* |
| Cosmetology Concepts | | • | | | | CE960 |

| CERTIFICATES & DEGREES | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|---|
| Cosmetology, Instructor Training | | • | | | | CE1046 |
| Esthetician | | • | | | | CE674 |
| Esthetician Concepts | | • | | | | CE961 |
| Hairstyling Concepts | | • | | | | CE962 |
| Manicuring Concepts | | • | | | | CE963 |
| **CULINARY ARTS** | | | | | | |
| Baking and Pastry | | • | • | | | AS909/B/C CE909 |
| Cake Decorating | | • | | | | CE1025 |
| Culinary Arts | | • | • | | | AS561/B/C CE561 |
| Foundational Culinary Arts | | • | | | | CE1028 |
| **DANCE** | | | | | | |
| Dance | | | • | | | AA976/B/C |
| Pilate's Dance/Conditioning Instructor | | • | | | | CE981 |
| **DENTAL ASSISTANT** | | | | | | |
| Dental Assistant | | • | • | MAS621/B/C MCE621 | | |
| **DENTAL HYGIENE** | | | | | | |
| Dental Hygiene | | | • | MAS724/B/C | | |
| **DRAFTING TECHNOLOGY** | | | | | | |
| Drafting Technology | | • | • | | NAS539*/B*/C* NCE539* | |
| Essential CAD | • | | | | NCE1021 | |
| Essential Fusion 360 | • | | | | NCE1022 | |
| Essential SolidWorks | • | | | | NCE1024 | |
| **EARLY CHILDHOOD EDUCATION** | | | | | | |
| Early Childhood Intervention Assistant | | • | • | MAS601*/B*/C* MCE601* | NAS601*/B*/C* NCE601* | AS601*/B*/ C* CE601* |
| Early Childhood Education | | • | • | MAS544*/B*/ C* MCE544* | NAS544*/B*/C* NCE544* | AS544*/B*/C* CE544* |
| ECE/Assistant Teacher | • | | | MCE795* | NCE795* | CE795* |
| ECE/Twelve Core Units | • | | | MCE797* | NCE797* | CE797* |
| Infant and Toddler Specialization | • | | | MCE681* | | CE681* |
| **EDUCATION** | | | | | | |
| Education, Human Development and Special Needs | | | • | | | AA881C* |
| Education Paraprofessional | | • | • | MAS603/B/C MCE603 | | AS603*/B*/C* CE603* |

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| CERTIFICATES & DEGREES | Locally Approved Certificates | State Approved Certificates | Associate Degree | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|---|
| **ELECTRICIAN/ELECTRONICS** | | | | | | |
| Digital Electronics | | • | • | | NAS656/B/C<br>NCE656 | |
| Electrician | | • | • | | NAS766/B/C<br>NCE766 | |
| Electrician Apprenticeship | | • | • | | NAS485/B/C<br>NCE485 | |
| Green Technician | • | | | | NCE856 | |
| Sound and Communication Systems Installer Apprenticeship | | • | • | | NAS644/B/C<br>NCE644 | |
| **EMERGENCY MEDICAL SERVICES** | | | | | | |
| Emergency Medical Technician | | • | | MCE935 | | |
| Paramedic | | • | • | MAS585*/B*/C*<br>MCE585* | | |
| **ENERGY SYSTEMS TECHNOLOGY** | | | | | | |
| Building Inspection Technology | | • | | | | CE964* |
| Zero Net Energy | | • | | | | CE965* |
| **ENGINEERING** | | | | | | |
| 3-D Mechanical Drafting | • | | | | NCE863 | |
| Engineering Graphics | • | | | | NCE796 | |
| Pre-Engineering | | | • | | NAS763<br>NAS764 (CSUGE)<br>NAS765 (IGETC) | |
| **ENGLISH AS A SECOND LANGUAGE** | | | | | | |
| English as a Second Language | • | | | MCE866* | | |
| **ENTREPRENERUSHIP** | | | | | | |
| Entrepreneurship | | • | • | | | AS531*/B*/C*<br>CE531 |
| Entrepreneurship | • | | | | | CE874* |
| Entrepreneurial Essentials | | • | | MCE977* | NCE977* | CE977* |
| Entrepreneurial Foundations | | • | | MCE978* | NCE978* | CE978* |
| Entrepreneurship and the Team | | • | | MCE979* | NCE979* | CE979* |
| Entrepreneurship: Getting Started | • | | | | NCE861* | |
| Entrepreneurship: Legal and Finance | • | | | | NCE864* | |
| **FILM, TELEVISION AND VIDEO** | | | | | | |
| Basic Television Production | | • | | | | CE996 |
| Production Specialist | | • | • | | | AS641/B/C<br>CE641 |

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|---|---|---|---|---|---|---|
| **FIRE TECHNOLOGY** | | | | | | |
| Fire Technology | | • | • | MAS555*/B*/ C* MCE555 | | |
| Firefighter Academy | | • | • | MAS669/B/C MCE669 | | |
| Fire Service Leadership | | • | • | MAS895/B/C MCE895 | | |
| **GAME DEVELOPMENT** | | | | | | |
| 3D Game Modeling and Animation | | • | • | | NAS972*/B*/C* NCE972* | |
| Game Concept Art | | • | • | | NAS971*/B*/C* NCE971 | |
| Game Design | | • | • | | NAS685*/B*/C* NCE685 | |
| Game Development Core | | • | • | | NAS970*/B*/C* NCE970 | |
| Game Programming | | • | • | | NAS691*/B*/C* NCE691 | |
| **HOMELAND SECURITY** | | | | | | |
| Emergency Management and Homeland Security | | • | • | MAS1014/B/C MCE1014 | | |
| Emergency Management and Homeland Security - Cybersecurity | | • | • | MAS1015/B/C MCE1015 | | |
| Emergency Management and Homeland Security - Emergency Medical Services | | • | • | MAS1016/B/C MCE1016 | | |
| Emergency Management and Homeland Security - Fire Technology | | • | • | MAS1017/B/C MCE1017 | | |
| Emergency Management and Homeland Security - Law Enforcement | | • | • | MAS1018/B/C MCE1018 | | |
| Emergency Management and Homeland Security - Leadership | | • | • | MAS1019/B/C MCE1019 | | |
| **KINESIOLOGY** | | | | | | |
| Exercise, Sport & Wellness - Athletic Training Emphasis | | • | • | | | AS597/B/C CE597 |
| Exercise, Sport & Wellness - Coaching Emphasis | | • | • | | | AS599/B/C CE599 |
| Exercise, Sport & Wellness - Fitness Professions Emphasis | | • | • | | | AS595/B/C CE595 |
| Fitness Professionals | | • | | MCE989 | | |
| **LOGISTICS MANAGEMENT** | | | | | | |
| Logistics Management | | • | • | | NAS579*/B*/C* NCE579* | |

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|---|---|---|---|---|---|---|
| **MANUFACTURING TECHNOLOGY** | | | | | | |
| Computer Numerical Control Programming | | • | • | | NAS655/B/C NCE655 | |
| Computerized Numerical Control (CNC) Operator | • | | | | NCE966 | |
| Conventional Machine Operator | • | | | | NCE865 | |
| Facilities Maintenance | | • | • | | NAS771/B/C NCE771 | |
| Industrial Automation | | • | • | | NAS737/B/C NCE737 | |
| Manufacturing Technician I | | • | | | NCE968 | |
| Manufacturing Technician II | | • | • | | NAS967/B/C NCE967 | |
| **MEDICAL ASSISTING** | | | | | | |
| Admin/Clinical Medical Assisting | | • | • | MAS718*/B*/C* MCE718 | | |
| Transcriptionist/Health Documentation Specialist | | • | • | MAS1040*/B*/C* MCE1040* | | |
| **MUSIC** | | | | | | |
| Music | | | • | MAA564/B/C | NAA564/B/C | AA680/B/C |
| Jazz Performance | | • | | | | CE926 |
| Guitar Performance | | • | | MCE930* | | |
| Music Performance | | • | | | | CE927 |
| Music Technology | | • | | | | CE928 |
| Piano Performance | | • | | | | CE925 |
| **MUSIC INDUSTRY STUDIES** | | | | | | |
| Music Industry Studies: Audio Production | | • | • | | NAS684*/B*/C* NCE684 | |
| Music Industry Studies: Performance | | • | • | | NAA645/B/C NCE645 | |
| **NURSING** | | | | | | |
| Critical Care Nurse | • | | | | | CE581 |
| Nursing Assistant | • | | | | | CE584 |
| Registered Nursing | | | • | | | AS921/B/C |
| Vocational Nursing | | • | • | | | AS588/B/C CE588 |
| **PARALEGAL STUDIES** | | | | | | |
| Paralegal Studies | | | • | | | AS591*/B*/ C* |

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|---|---|---|---|---|---|---|
| **PHOTOGRAPHY** | | | | | | |
| Crime Scene Photography | | • | | | | CE1026 |
| Entrepreneurial Photography | | • | • | | | AS1037/B/C<br>CE1037 |
| Photography | | • | • | | | AS592/B/C<br>CE592 |
| Photojournalism Essentials | | • | | | | CE1030 |
| Professional Photography Essentials | | • | | | | CE1031 |
| Special Event Photography Essentials | | • | | | | CE1032 |
| **RETAIL MANAGEMENT/WAFC** | | | | | | |
| Retail Management/WAFC | | • | • | | NAS536*/B*/C*<br>NCE536* | |
| **SOCIAL WORK, HUMAN SERVICES & COUNSELING PRACTICES** | | | | | | |
| Behavioral Therapist | | • | | MCE1044* | | |
| Careers in Social Work | | • | | MCE898* | | |
| Child Welfare & Family Studies | | • | | MCE1038* | | |
| Drug and Alcohol Studies | | • | | MCE1045* | | |
| Employment Support Specialization | • | | | MCE802* | | |
| Military Social Work | | • | | MCE903* | | |
| Multicultural Counseling & Advocacy Resources | | • | | MCE1039* | | |
| Social Justice Systems Studies | | • | | MCE988* | | |
| Social Work, Human Services & Counseling Practices | | • | • | MAS987*/B*/C*<br>MCE987* | | |
| Social Work Administration Studies | | • | | MCE917* | | |
| **SUPPLY CHAIN AUTOMATION** | | | | | | |
| Supply Chain Automation | | • | • | | NAS924/B/C<br>NCE924 | |
| **THEATRE** | | | | | | |
| Musical Theatre | | • | | | | CE915 |
| Technical Theatre | | • | | | | CE914 |
| **WELDING TECHNOLOGY** | | | | | | |
| Welding Technology | | • | • | | | AS606/B/C<br>CE606 |
| Pipe Welding | • | | | | | CE982 |
| Stick Welding (SMAW) | • | | | | | CE824 |
| TIG Welding (GTAW) | • | | | | | CE819 |
| Wire Welding (FCAW, GMAW) | • | | | | | CE818 |

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| NON-CREDIT CERTIFICATES | Certificate of Completion | Certificate of Competency | Moreno Valley | Norco | Riverside |
|---|---|---|---|---|---|
| **APPLIED DIGITAL MEDIA** | | | | | |
| Graphic Design and Promotional Printing Entrepreneur | • | | | | CC8042 |
| **AUTOMOTIVE TECHNOLOGY** | | | | | |
| ASE Engine Performance and Electric Specialist | • | | | | CC8022 |
| ASE Powertrain Specialist | • | | | | CC8023 |
| ASE Undercar Specialist | • | | | | CC8024 |
| **BUSINESS ADMINISTRATION** | | | | | |
| Accounting Basics for Small Business | • | | MCC8009* | NCC8009* | CC8009* |
| Business Skills Bootcamp | • | | | | CC8005* |
| Gig: The Solopreneurs Adventure | • | | | | CC8004* |
| Non-Credit Global Industry | • | | | | CC8040 |
| **COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY** | | | | | |
| Business Information Worker Essential Preparation: Workplace Communication | • | | MCC8029* | | CC8029* |
| Business Information Worker Essential Preparation: Workplace Decision Making and Time Management | • | | MCC8030* | | CC8030* |
| Business Skills - MOSPrep: Microsoft Office Specialist | • | | MCC8001* | | CC8001* |
| **COMPUTER INFORMATION SYSTEMS** | | | | | |
| Coding Prep | • | | MCC8010* | | CC8010* |
| Computer Maintenance and Security | • | | MCC8006* | | |
| Information Systems: Cyber-Skills | • | | | | CC8002* |
| Internet of Things (IOT): Embedded Systems and Microcontrollers | • | | MCC8018* | | |
| Introduction to Python Programming | • | | | | CC8003* |
| Operating Systems and Internet Literacy | • | | MCC8008* | | |
| Remote Work Productivity Essentials | • | | | | CC8041 |
| **CULINARY ARTS** | | | | | |
| Food Service Career and Certification Preparation | • | | | | CC8025 |
| Math Skills for the Professional Baker | • | | | | CC8026 |
| **EARLY CHILDHOOD EDUCATION** | | | | | |
| Family Childcare Provider | • | | MCC8033 | NCC8033 | CC8033 |
| **ENGLISH** | | | | | |
| English and Reading Support | | • | | | CC8032 |

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|---|---|---|---|---|---|
| **ENGLISH AS A SECOND LANGUAGE** | | | | | |
| Advanced American College English | | • | MCC8027* | NCC8027* | CC8027* |
| Beginning American College English | | • | MCC8028* | NCC8028* | CC8028* |
| Introduction to Basic Computer and IT Careers for ESL Students | • | | MCC8034* | | CC8034* |
| Introduction to Education Profession for ESL Students | | • | MCC8007* | | |
| **ENTREPRENEURSHIP** | | | | | |
| Non-Credit Entrepreneurial Essentials | • | | MCC8035* | NCC8035* | CC8035* |
| Non-Credit Entrepreneurial Foundations | • | | MCC8036* | NCC8036* | CC8036* |
| Non-Credit Entrepreneurship and the Team | • | | MCC8037* | NCC8037* | CC8037* |
| Social Media for Business | • | | MCC8011* | NCC8011* | CC8011* |
| **GUIDANCE** | | | | | |
| College Career Readiness and Student Educational Planning | • | | MCC8020 | | CC8020 |
| College Student Success | • | | MCC8021 | | CC8021 |
| **MANUFACTURING TECHNOLOGY** | | | | | |
| Computerized Numerical Control Operator | • | | | NCC8019 | |
| Industrial Automation | • | | | NCC8039 | |
| **PROFESSIONAL DEVELOPMENT STUDIES** | | | | | |
| Customer Relations | • | | MCC8012* | NCC8012* | CC8012* |
| Emerging Leaders | • | | MCC8013* | NCC8013* | CC8013* |
| Enterprise Communication | • | | MCC8014* | NCC8014* | CC8014* |
| Financial Literacy | • | | MCC8015* | NCC8015* | CC8015* |
| Sales Techniques | • | | MCC8016* | NCC8016* | CC8016* |
| Successful Career Transitions | • | | MCC8038* | NCC8038* | CC8038* |
| Workplace Essentials | • | | MCC8017* | NCC8017* | CC8017* |

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

## ACCOUNTING

See BUSINESS ADMINISTRATION

## ADMINISTRATION OF JUSTICE

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

**ADMINISTRATION OF JUSTICE (N) NAS504/B/C/NCE504**

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 (18 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 |
| ADJ-9 | Law in American Society | 3 |

| Select another 9 units from the following: | | 9 |
|---|---|---|
| Electives | Choose from any elective courses in the discipline | |
| OR | | |
| POL-5 | The Law and Politics | 3 |
| SOC-20 | Introduction to Criminology | 3 |

Total Program Units: 27 Units

**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.

**CRIME SCENE INVESTIGATION (NR) NCE1041**

This certificate is designed to provide a strong academic and skill building pattern of coursework to prepare participants to enter the professional field with the academic and technical knowledge and skills in the forensic and criminal investigative techniques used within crime scene investigations. The successful participant will gain sufficient skills and understanding of criminal investigative procedures, criminal and procedural law, legal aspects of evidence, criminalistics and forensic science, criminal investigations, professional communications, criminal justice report writing and legal analysis, and proper forensic evidence collection and handling procedures.

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

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

- Demonstrate advanced knowledge in the components of criminal law and the criminal justice system.
- Understand, analyze, and demonstrate advanced knowledge in Constitutional criminal law, civil rights, and the rules and legal aspects of criminal investigations, including rules of evidence, criminal procedure, and related case law.
- Demonstrate a proficient level of knowledge in evidence identification, collection, preservation, handling, custody, and chain of custody.
- Understand, analyze, and demonstrate a proficient skillset in professional communication, written and verbal, to meet industry needs for criminal justice professionals.
- Understand basic and intermediate forensic science principles and techniques and the relationship between proper field work and scientific analysis.

| Required Courses (21 units) | | Units |
|---|---|---|
| ADJ-2 | Principles and Procedures of the Justice System | 3 |
| ADJ-3 | Concepts of Criminal law | 3 |
| ADJ-4 | Legal Aspects of Evidence | 3 |
| ADJ-12 | Introduction to Criminalistics ** | 3 |
| ADJ-13 | Criminal Investigation | 3 |
| ADJ-14 | Advanced Criminal Investigations ** | 3 |
| ADJ-27 | Forensic & Crime Scene Photography *** | 3 |
| OR | | |
| PHO-27 | Forensic & Crime Scene Photography | 3 |

** = Lab Courses (12 Hours Each)
*** = Lab Course (54 Hours)

Total Program Units: 21 Units

# ARCHITECTURE

**ARCHITECTURAL GRAPHICS (N) NAS983/NAS983B NAS983C/NCE983**

The Architectural Graphics program prepares students with technical communication skills, and the knowledge and craft of two-dimensional drafting solutions for architecturally related industry applications. Students learn to present graphic solutions, provide design refinements, modifications, and delineations of working technical drawings using current Computer-Aided Drafting CAD methods and techniques with an understanding of industry standards. Program completers are able to secure drafting technician positions in areas related to architecture, environmental design, and to assist in the development of architectural construction documents for light frame structures, under the supervision of a professional.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Complete a set of residential working drawings, which may include first floor drawings, second floor drawings, foundation drawings, elevations, cross-sections, framing, electrical drawings, and structural detail.
- Demonstrate an ability to apply and integrate computer technology into the design process to achieve a desired result.

| Required Courses (21 units) | | Units |
|---|---|---|
| DFT/ENE-21 | Drafting | 3 |
| DFT/ENE-27 | Technical Communications | 3 |
| CON-62 | Print Reading for Construction | 3 |
| ARE/DFT-24 | Revit I-Architectural Drafting | 3 |
| ARE-25 | Revit II-Advanced Architectural Drafting | 3 |
| DFT/ENE-30 | Computer-Aided Drafting (CAD) | 3 |
| ARE-37 | Architectural Design | 3 |

| Select another 6 units from the following: | | 9 |
|---|---|---|
| ARE-35 | History of Architecture-Beginnings through Gothic | 3 |
| ARE-36 | History of Architecture: Renaissance to Modern | 3 |
| CON-60 | Introduction to Construction | 3 |
| CON-74 | Construction Estimating | 3 |

Total Program Units: 27

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

**ESSENTIAL 3D TOUR (N) NCE1020**

The Essential 3D Tour program prepares students with the knowledge and skill in reading Architectural documents and blueprints with technics in presenting an existing building in a three-dimensional virtual tour for later remodeling or design. Students learn to set and use advanced building scanner/camera and drones in presenting spatial aspects of building in a virtual walkthrough or virtual fly around the building and landscapes.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Read Architectural documents and blueprints
- Prepare a visual 3D presentation inside or outside a building for potential clients

| Required Courses (6 Units) | | Units |
|---|---|---|
| CON-62 | Blueprint Reading for Construction | 3 |
| ARE-63 | 3D Tour - VR, AR, MR and XR | 3 |

Total Program Units: 6 Units

**ESSENTIAL REVIT (N) NCE1023**

This program prepares students with the knowledge and skill in using Autodesk Revit Architecture for building Information Modeling on computer to document building information and drawings with architectural details. Students learn to render their architectural design and present solar study using Revit.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Prepare Architectural drawings including plan, elevation, roof using Autodesk Revit.
- Prepare Architectural rendering, solar study and perspectives using Autodesk Revit

| Required Courses (6 Units) | | Units |
|---|---|---|
| ARE/DFT-24 | Revit I-Architectural Drafting | 3 |
| ARE-25 | Revit II-Advanced Architectural Drafting | 3 |

Total Program Units: 6 Units

## BIOLOGY

**CALIFORNIA NATURALIST CERTIFICATE (N) NCE894**

The California Naturalist Certificate is an introduction to California's unique ecology and stewardship of California's natural communities with certification from the UC ANR California Naturalist program and training in Project Learning Tree. The UC ANR California Naturalist program uses a science curriculum, hands-on learning, problem-solving, citizen science, and community service to encourage engagement with nature and conservation of local resources.

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

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

- Integrate knowledge about the interconnectedness of abiotic, biotic and cultural factors and their influence on the natural history of California. • Develop and implement a naturalist project, which may include nature interpretation for public presentation, collaboration with community organizations, collaborative conservation, and/or citizen science.

| Required Courses (3 Units) | | Units |
|---|---|---|
| BIO-21 | California Naturalist | 3 |
| Total Units: | | 3 |

## 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 | | |
| 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 |
| Logistics Management | 12 |
| Management | 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)**
**NAS523/NAS523B/NAS523C/NCE523**

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.

**Certificate Program**
**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)**
**NAS524/NAS524B/NAS524C/NCE524**

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.

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

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

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

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

**LOGISTICS MANAGEMENT CONCENTRATION (N)**
**NAS580/NAS580B/NAS580C/NCE580**

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is on integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc

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

In addition to outcomes from the core Business Administration courses, and upon successful completion of the Logistics concentration, students should be able to do four to five of the following eight things:

- Compare roles and objectives of the logistics disciplines
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment.
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations
- Analyze, prepare, file and process claims when unavoidable freight disputes arise
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics
- Describe roles and value added by global logistics intermediaries

| | | |
|---|---|---|
| Business Administration Major Core Requirements | | 18 |
| Required for this concentration | | 3 |
| BUS-80 | Principles of Logistics | 3 |
| and | | |
| Select another 9 units from the following: | | 9 |
| BUS-82 | Freight Claims | 1.5 |
| BUS-83 | Contracts | 1.5 |
| BUS-85 | Warehouse Management | 3 |
| BUS-86 | Transportation and Traffic Management | 3 |
| BUS-87 | Purchasing and Supply Management | 3 |
| BUS-90 | International Logistics | 3 |

Note: Students may petition to have elective credit applied toward this Certificate Concentration for military training, extra-institutional learning, and transfer or articulated courses in logistics disciplines. Students must complete at least 9 units at Norco College from the above list 12 unit Concentration for such credit to apply.

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

## MANAGEMENT CONCENTRATION (MNR)
**NAS521/NAS521B/NAS521C/NCE521**

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.

**Certificate Program**
**Program Learning Outcomes**
In addition to outcomes for the Businesses 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/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 |

## REAL ESTATE CONCENTRATION (MNR)
**NAS527/NAS527B/NAS527C/NCE527**

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.

**Certificate Program**
**Program Learning Outcomes**
In addition to outcomes for the Businesses 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 |
| 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:*

## REAL ESTATE SALESPERSON AND TRANSACTION (N)
**NCE854**

This program prepares students to buy, sell and lease, and to represent others to buy, sell and lease residential and commercial real estate property. Prepares students to qualify for the California Real Estate Salesperson license and to successfully take the California Real Estate Salesperson exam. Instruction includes analysis of ethical and procedural real estate problems/types of real estate property ownership and leases; sales contracts and associated documents; required disclosures; land use policy; real estate marketing; real estate financing; and state and federal statutes, regulations and court cases affecting California real estate sales and leases.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate the ability to analyze ethical and procedural problems that arise in real estate transactions.
- Discuss and evaluate real estate marketing and sales techniques.
- Explain and evaluate methods of financing and evaluating real estate.
- Demonstrate the ability to analyze state and federal statutes, regulations, and court cases affecting real estate sales.

| Required Courses (9 units) | | Units |
|---|---|---|
| RLE-80 | Real Estate Principles | 3 |
| RLE-81 | Real Estate Practices | 3 |

Select 3 units from the following:

| | | |
|---|---|---|
| ACC-1A | Principles of Accounting I | 3 |
| BUS-18A | Business Law I | 3 |
| RLE-82 | Legal Aspects of Real Estate | 3 |
| RLE-83 | Real Estate Finance | 3 |
| RLE-85 | Real Estate Economics | 3 |

**REGISTERED INDIVIDUAL AND SMALL BUSINESS INCOME TAX PREPARER (N) NCE858**
U.S. and California income tax principles and tax return preparation as it relates to individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council (CTEC) as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Prepared federal and state income tax returns for individuals, sole proprietorships, and other business entities.
- Conduct tax research on client issues using both manual and computerized methods.
- Evaluate and propose strategies that minimize income tax obligations.

| Required Courses (4 units) | | Units |
|---|---|---|
| ACC-67 | U.S. and California Income Tax Preparation | 4 |

**SMALL BUSINESS ACCOUNTING (MNR) NCE859**
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) NCE860**
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 |

Total Units: 6

# 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.

## BUSINESS INFORMATION WORKER (NR)

**NAS522/NAS522B/ NAS522C/NCE522**

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate computer literacy with respect to computer hardware and software applications.
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks) using common formulas, data and what if scenario tools to organize and convey information.

| Required Courses (19 units) | | Units |
|---|---|---|
| CAT-1A | Business Etiquette | 1 |
| CAT/CIS-3 | Computer Applications for Business | 3 |
| CAT-31 | Business Communication Fundamentals | 3 |
| CAT-51 | Intermediate Typewriting/Document Formatting | 3 |
| CAT/CIS-90 | Microsoft Outlook | 3 |
| CAT 93 | Computers for Beginners | 3 |
| CAT/CIS-98A | Introduction to Excel | 1.5 |
| CAT/CIS-98B | Advanced Excel | 1.5 |

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

## 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 -17B | C++ Programming: Advanced Objects | 3 |
| CIS -17C | C++ Programming: Data Structures | 3 |

## COMPUTER PROGRAMMING (MNR)

**NAS728/NAS728B/NAS728C/NCE728**

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-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-17B | C++ Programming: Advanced Objects | 3 |
| CIS-17C | C++ Programming: Data Structures | 3 |
| CIS-18B | Java Programming: Advanced Objects | 3 |
| CIS-18C | Java Programming: Data Structures | 3 |

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

## GRAPHIC DESIGN (N)

**NAS647/NAS647B/NAS647C/NCE647**

This program is designed for students who wish to pursue training in desktop publishing. Training will focus on using a computer to design page layouts, develop presentations, and create advertising campaigns. Students will learn to design, integrate, and format all forms of digital images into printable media.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Design and create images used for printed media in advertising web design.
- Understand and apply the techniques used to create and modify artwork using a vector-based program or bit-mapped program.
- Integrate text and graphics in a document layout program to create professional-quality, full-color documents.
- Format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication- ready material.
- Demonstrate the knowledge of workflow process in the creation of printed media in advertising.
- Demonstrate the knowledge of design principles in advertising and layout design, type, and lettering applications.
- Incorporate two dimensional design visual media of printed media in advertising.

| Required Courses (26 units) | | Units |
|---|---|---|
| CIS-66 | Web Development I | 3 |
| or | | |
| CIS-72A | Introduction to Web Page Production | 1.5 |
| and | | |
| CIS-72B | Intermediate Web Page Creation Using Cascading Style Sheets (CSS) | 1.5 |
| CIS/CAT-78A | Introduction to Adobe Photoshop | 3 |
| CIS-78B | Advanced Adobe Photoshop | 3 |
| CIS/CAT-79 | Introduction to Adobe Illustrator | 3 |
| CIS-81 | Introduction Adobe InDesign | 3 |
| CIS-59/ ADM-62 | Typography and Graphic Design | 3 |
| ART-22 | Basic Design | 3 |
| ART-39 | Design and Graphics | 3 |
| CIS-44 | Portfolio Production | 2 |

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

## JAVA PROGRAMMING (NR) NCE809

Completion of this certificate provides the student with skills a new programmer would need to obtain employment programming Java applications.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Create structured and Object code in Java 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 Java libraries create and run Java programs that incorporate the following:
  - Multiprocessors
  - Multimedia
  - JDBC
  - SQL
  - Establish client/server relationship.
- Using Java libraries create and run Java programs that incorporate data structures.

| Required Courses (13 units) | | Units |
|---|---|---|
| CIS/CSC-5 | Programming Concepts and Methodology I: C++ | 4 |
| CIS/CSC-18A | Java Programming: Objects | 3 |
| CIS-18B | Java Programming: Advanced Objects | 3 |
| CIS-18C | Java Programming: Data Structures | 3 |

# CONSTRUCTION TECHNOLOGY

## CONSTRUCTION MANAGEMENT (N)

**NAS906/NAS906B/NAS906C/NCE906**

This program generally prepares individuals to understand the people and principle phases involved in the management of construction projects. This program will introduce the skills required to effectively manage and supervise a construction team. This includes understanding the basics for estimating, scheduling, and controlling costs of a construction project. Completion of this program prepares students for gainful employment as a construction manager, foreman, construction area manager, construction superintendent, or construction project manager.

**Certificate Program**

**Program Learning Outcomes**

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

- Understand the people involved and the principle phases in the design of the construction process.
- Apply the skills required to effectively manage and supervise a construction management team.
- Understand the basics for estimating, scheduling, and controlling costs of construction projects.

| Required Courses (18 units) | | Units |
|---|---|---|
| CON-62 | Print Reading for Construction | 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 |

| Electives (6-7 units) | | Units |
|---|---|---|
| CON-63A | Uniform Building Codes and Operations | 3 |
| CON-64 | Office Procedures and Field Inspections | 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 Speciality Systems | 3.5 |
| ELE-424 | Intro to Digital Electronics & Signaling Devices | 3.5 |
| ELE-425 | Management/Alarms/Codes/Circuits | 3.5 |

**Associate of Science Degree**

The Associate of 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.

## CONSTRUCTION TECHNOLOGY (N)

**NAS532/NAS532B/NAS532C/NCE532**

This program prepares individuals with the technical knowledge and skills in the area of building construction. This includes instruction enabling students to better understand and interpret construction codes, as well as clarifying processes and materials used in construction; and the basic physical laws which are used to formulate the prescriptive code regulations. Management and inspection skills are also examined.

**Certificate Program**

**Program Learning Outcomes**

Graduates will be able to identify and describe the materials and methods currently being employed in today's construction industry. Graduates will be able to interpret the major construction codes currently adopted by the state, county, and city which regulate construction installations. Graduates will be able to evaluate the basic concepts of engineering and soil design as they relate to structures.

**Program Learning Outcomes**

In addition to achieving the program learning outcomes for the construction technology certificate program, students who complete the Associate of Science Degree in Construction Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

| Required Courses (30 units) | | Units |
|---|---|---|
| CON-63A | Uniform Building Codes and Ordinances | 3 |
| CON-64 | Office Procedure and Field Inspection | 3 |
| CON-65 | Plumbing Code | 3 |
| CON-66 | National Electrical Code | 3 |
| CON-67 | Mechanical Codes | 3 |
| CON-68 | Simplified Engineering for Building Inspectors | 3 |
| CON-70 | Fundamentals of Soil Technology | 3 |
| CON-71 | Energy Conservation Standards | 1.5 |
| CON-72 | California State Accessibility Standards | 1.5 |
| Electives (Choose from list below) | | 6 |

| Electives (6 units) | | Units |
|---|---|---|
| CON-60 | Introduction to Construction | 3 |
| CON-61 | Materials of Construction | 3 |
| CON-62 | Print Reading for Construction | 3 |
| CON-63BCD | Analysis of Revisions to the Uniform Building Code | 3-3-3 |
| CON-73 | Project Planning for Site Construction | 3 |
| CON-200 | Construction Work Experience | 1-2-3-4 |

**Associate of Science Degree**

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

# DRAFTING TECHNOLOGY

## DRAFTING TECHNOLOGY (N)

**NAS539/NAS539B/NAS539C/NCE539**

This program prepares individuals to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulation in support of drafting and engineering design problems typical of industry. This includes instruction in engineering graphics, computer-aided drafting (CAD), two-dimensional and engineering graphics. Students completing this certificate will be qualified for an entry level drafting or design position.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to demonstrate:

- An ability to apply and integrate computer technology in the design process, exhibiting skills necessary for entry-level employment, as a designer in the drafting industry.
- Knowledge of engineering drawing skills and practice in the solution of industry related design projects.

**Program Learning Outcomes**
In addition to achieving the program learning outcomes for the drafting technology certificate program, students who complete the Associate of Science Degree in Drafting Technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

| Required Courses (14-15 units) | | Units |
|---|---|---|
| DFT/ENE-21 | Drafting | 3 |
| DFT/ENE-27 | Technical Communications | 3 |
| DFT/ENE-30 | Computer Aided Drafting | 3 |
| DFT/ENE-51 | Print Reading | 2-3 |
| OR | | |
| CON-62 | Print Reading for Construction | 2-3 |
| ENE-41 | Engineering Graphics | 3 |

Plus, an additional 6-8 units from the following elective courses:

| | | |
|---|---|---|
| DFT/ENE-60 | Math for Engineering Technology | 3 |
| OR | | |
| MAT-36 | Trigonometry | 4 |
| CON-60 | Introduction to Construction | 3 |
| ARE-37 | Architectural Design | 3 |
| DFT/ENE-42 | SolidWorks I | 3 |
| MAN-56 | CNC Machine Set-up and Operation | 4 |

Total Program Units: 20 -23 Units

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

**ESSENTIAL CAD (N)** **NCE1021**
This program prepares students with the knowledge and skill in using CAD to prepare complicated two- and three-dimensional geometric shapes and models used in Architecture and Mechanical industry. Students learn to render computer models and prepare CAD animation.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Prepare Two- and three-dimensional Computer Aided Design drawings and models.
- Prepare drawings such as orthographic and auxiliary views, sections with standard annotation and details using a CAD program
- Prepare virtual rendering for computer models using CAD program.

| Required Courses (6 units) | | Units |
|---|---|---|
| DFT/ENE-30 | Computer Aided Design | 3 |
| DFT-31 | Advanced Computer Aided Design | 3 |

**ESSENTIAL FUSION 360 (N)** **NCE1022**
The Essential Fusion 360 program prepares makers with the knowledge and skill in using Fusion360 to document mechanical drawings per ANSI standards. Students learn to render parts and assemblies with exploded view animation. Also, students learn to build parts using additive and subtractive process through Fusion 360.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Prepare parametric three-dimensional solid models using Autodesk 360.
- Prepare drawings such as orthographic and auxiliary views, sections with standard annotation and details using Fusion 360
- Setup and build parts using additive and subtractive process through Fusion 360.

| Required Courses (6 units) | | Units |
|---|---|---|
| DFT-62 | Basic Fusion 360 | 3 |
| DFT-63 | Advanced Fusion 360 | 3 |

**ESSENTIAL SOLIDWORKS (N)** **NCE1024**

The Essential SolidWorks program prepares students with the knowledge and skill in using Solidworks to document mechanical drawings per ANSI standards. Students learn to render parts and assemblies with exploded view animation.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Prepare parametric three-dimensional solid models
- Prepare drawings such as orthographic and auxiliary views, sections with annotations and details using SolidWorks.
- Prepare virtual rendering for mechanical parts, assemblies and animation using SolidWorks.

| Required Courses (6 units) | | Units |
|---|---|---|
| DFT/ENE-42 | SolidWorks I | 3 |
| DFT/ENE-42B | SolidWorks II | 3 |

# EARLY CHILDHOOD EDUCATION

**EARLY CHILDHOOD EDUCATION (MNR)**
**NAS544/NAS544B/NAS544C/NCE544**

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/programs/early-childhood-education.html.

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)**
**NAS601/NAS601B/NAS601C/NCE601**

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 http://www.rcc.edu/programs/early-childhood-education.html.

**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-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) NCE795**
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) NCE797**
This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The 12 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 |

## ELECTRICIAN/ELECTRONICS

**DIGITAL ELECTRONICS (N)**
**NAS656/NAS656B/NAS656C/NCE656**

The Digital Electronics Program first prepares students with the fundamental theories of DC and AC electronic components, circuits & behaviors. It then grows to emphasize digital integrated circuit logic, analysis, design, mapping and simplification, and then culminates in microcontroller construction and programming. Printed Circuit Board (PCB) design will follow from schematic capture and circuit simulations. Students will learn to communicate, verbally and graphically, to a wide range of audiences, using various media and delivery methods. Completers of this program may qualify for a certificate, an Associate of Science Degree, or an entry level position in the Digital Electronics Industry, as knowledgeable and productive employees.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Fluently read and write electronic symbols of schematics, and develop schematic diagrams to guide the simulation, construction, maintenance, troubleshooting or repair of DC, AC, microcontrollers and digital circuits.
- Explain the operation of electronic components and predict their behavior in given circuit designs, and calculate solutions to complex networks, and justify the formulas and calculations.
- Capture a schematic of a mixed-signals circuit, using the appropriate electronics computer-aided-design (CAD) software, and simulate the behavior of it, and then create a PCB design for that circuit. Then, after fabrication of a Printed Circuit Board (PCB), "stuff" and solder components to it, test and contrast with simulation predictions.
- Fluently read and write Boolean Algebra logic equations, symbols, truth-tables and circuits, then synthesize logic forms, simplify to lowest terms, and implement circuits using only NAND or NOR logic gates.
- Design, program, compile, install, wire, test, verify and explain the proper operation of a microcontroller with respect to given specifications, then explain the purpose and methods whereby a microcontroller may perform math, logic or conversions between analog and digital forms.

| Required Courses (28 units) | | Units |
|---|---|---|
| ELC/ELE-11 | DC (Direct Current) Electronics | 4 |
| ELC/ELE-13 | AC (Alternating Current) Electronics | 4 |
| ELE-25 | Digital Techniques | 4 |
| ELE-26 | Microcontrollers | 3 |
| DFT/ENE/ELE-27 | Technical Communications | 3 |
| ELE-28 | MultiSim CAD PCB Design/Fab | 3 |

Electives Choose 7 units from the list below

| Electives (7 units) | | |
|---|---|---|
| ELE-10 | Survey of Electronics | 4 |
| ELE-23 | Electronic Devices and Circuits | 4 |
| ELE/MAN-61 | Robotics for Manufacturing | 3 |
| ELE/MAN-63 | LabView Visual Programming for Automated Systems | 3 |
| ELE/MAN-64 | Programmable Logic Controllers | 3 |
| ELC/ELE-91 | Fundamentals of Solar Energy | 3 |
| ELE-200 | Electronics, Work-Experience | 1-4 |
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) for General Industry | 1 |

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

**ELECTRICIAN (N) NAS766/NAS766B/NAS766C/NCE766**

This program prepares students to become an entry-level electrician trainee and along with California State requirements prepares for careers as an electrician, electrical apprentice, electrician's helper, industrial electrician, journeyman electrician, and residential electrician. Courses are aligned with California State standards to prepare students to earn their Electrician Training card (www.dir.ca.gov/dlse/ecu/electricaltrainee.htm).

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate the installation maintenance and troubleshooting of electrical devises (switches, sensors, motor, controllers, and lights).
- Explain how the electrical grid works, from generation to the end user.
- Solve electrical design criteria by using formula, and tables for proper electrical installation.
- Demonstrate electrical raceway sizing and installation, meeting NEC requirements for sizing, location requirements, distances, supports and bending.
- Demonstrate quantitative analysis of electrical circuits for blueprints.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirement of the NEC.

| Required Courses (31-32 units): | | Units |
|---|---|---|
| ELC/ELE-71 | Residential Electrical Wiring | 4 |
| ELC/ELE/ MAN-72 | Commercial and Industrial Electrical Wiring | 4 |
| ELC/ELE/ MAN-73 | Electric Motors and Transformers | 4 |
| ELC/ELE/ MAN-74 | Industrial Wiring and Controls | 4 |
| ELC/ELE-75 | Solid State Devices and Lighting Controls | 3 |
| ELC/ELE-76 | Low Voltage Wiring and Alternate Energy Generation | 3 |
| ELC/ELE/ MAN-77 | Electrical Theory for Electricians | 3 |
| ENE-62 or | Math for Automated Systems | 3 |
| MAT-36 | Trigonometry | 4 |
| CON-66 | National Electrical Code | 3 |

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

**ELECTRICIAN APPRENTICESHIP (N)**

**NAS485/NAS485B/NAS485C/NCE485**

A five-year apprenticeship program, consisting of full time, on-the-job employment plus related classroom instruction. Completers of this program may qualify for certificate, Associate of Science Degree, and/or a Journey person trade certificate. Students who wish to obtain an Associate in Arts Degree may do so by fulfilling the general graduation requirements in addition to the completion of the apprenticeship courses.

Applicants for Riverside/San Bernardino/Mono/Inyo counties should be directed to the Riverside and San Bernardino Joint Electrical Apprenticeship Training. Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Apply a working knowledge of math formulas and complex solution methods related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols, including troubleshooting of common system faults, detection and repair, while properly applying OSHA construction site safety standards to all practices.
- Properly apply all pertinent National Electric Code (NEC) to all workplace practices involving DC, AC single and poly-phase systems, utilizing proper grounding, bonding, lightning protection, wire sizing, conduit fill, overload protection, layout, connections, installations, troubleshooting, fault isolation, repairs or modifications.
- Demonstrate appropriate leadership and expertise in applying special control and monitoring functions related to layout, installation, testing, and troubleshooting of digital and analog systems involving such ancillary equipment as CATV, CCTV, telephone circuits, Programmable Logic Controllers (PLCs), sensors, actuators, low-voltage and high-voltage, transformation, interfacing, hardware, setup, and programming services needed to comply with all NFPA-70E (NEC) and OSHA regulations for safety and fitness.

| Required Courses (35 units) | | Units |
|---|---|---|
| ELE-400 | Introduction to the Electrical Trades and Construction Safety | 3.5 |
| ELE-406 | Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code | 3.5 |
| ELE-407 | Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC) | 3.5 |
| ELE-408 | Transformer Theory, Leadership, Management, and Test Equipment | 3.5 |
| ELE-409 | Electrician Specialty Systems | 3.5 |
| ELE-401 | Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code | 3.5 |
| ELE-402 | Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications | 3.5 |
| ELE-403 | AC Circuit Concepts, Applied Electronics, and National Electric Code Applications | 3.5 |
| ELE-404 | Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC) | 3.5 |
| ELE-405 | Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC) | 3.5 |

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

**SOUND AND COMMUNICATION SYSTEMS INSTALLER APPRENTICESHIP (N)**

**NAS644/NAS644B/NAS644C/ NCE644**

The new 37 unit Sound & Communication Systems Installer Apprenticeship certificate and AS degree will create a three-year apprenticeship program with the International Brotherhood of Electrical Workers (IBEW). Norco College will become the Lead Education Agency for the program.

The goal of the Sound & Communication Systems Installer Apprenticeship Program at Norco College is to provide electrical apprentices with the up-to-date knowledge and technical skills to complete the California state requirements to begin a career as a licensed journeyman, a craftsperson recognized for his or her knowledge and ability in the selected trade. The program will allow students to work in the trade while taking courses. The students will be earning a wage while on the job. As they progress through the apprenticeship they will increase their skill set.

- Analysis a circuit of electrical device(s) with the appropriate meters or testing equipment so that troubleshooting of common system faults can be detected and repair.
- Demonstrate electrical wiring of circuits or devices to

meet the standards and requirement of the NEC

- Residents within Riverside/San Bernardino/ Mono/Inyo counties will be able to jointly apply to the Riverside and San Bernardino Joint Electrical Apprenticeship Training Committees via the International Brotherhood of Electrical Workers. Applicants must submit proof of high school diploma or GED, be at least 18 years of age, and official unopened transcripts showing successful completion of one year of high school or College Algebra 1 or higher. The applicant will then complete a written aptitude test and oral interview to be placed on the eligibility list.

| Required Major Total: (37 units) | | Units |
|---|---|---|
| ELE-420 | Intro to Sound/Communication | 3.5 |
| ELE-421 | Electrical Theory and Practices DC | 3.5 |
| ELE-422 | Electrical Theory and Practices AC | 3.5 |
| ELE-423 | Semiconductor Electronics | 3.5 |
| ELE-424 | Intro to Digital Electronics and Signaling Devices | 3.5 |
| ELE-425 | Management/Alarms/Codes/Circuits | 3.5 |
| ELE-499 | Work Experience in Electricians Apprenticeship | 1-4 |

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

**GREEN TECHNICIAN (N)** **NCE856**

Renewable energy and related sustainability concepts; DC and AC electrical theory; and solar power systems. Design, installation, and maintenance issues along with OSHA safety are included.

**Certificate Program**

**Program Learning Outcomes**

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

- Draw and identify all the primary components of a typical, 4-KW, utility-interactive, photo voltaic (PV) system and explain how each part operates in this grid-tied configuration.
- Solve basic, direct current, electronic problems involving resistance, current, voltage, and power, as applied to both simple and complex combinations of series and/ or parallel circuit components, comprised of resistors, capacitors and coils, in a given network configuration.
- Explain the basic principles of sinusoidal sources of Alternating Current (AC) and solve AC network circuit problems involving resistors, capacitors, inductors and/ or transformers.
- Utilize OSHA standards and regulations to supplement an ongoing safety and health program.
- Thoroughly explain the typical maintenance requirements for the PV array and other components, including inverters and batteries of a stand-alone system, to keep a 5-KW, off-grid power installation safe and operating at high-efficiency.

| Required Courses (12 units) | | Units |
|---|---|---|
| ELE-91 | Fundamentals of Solar Energy | 3 |
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 1 |
| ELC/ELE/ MAN-77 | Electrical Theory for Electricians | 3 |
| or | | |
| ELE-11 | DC Electronics | 4 |
| and | | |
| ELE-13 | AC Electronics | 4 |

## ENGINEERING TECHNOLOGY

**3D MECHANICAL DRAFTING (N)**

**NAS995/NAS995B/NAS995C/NCE995**

This certificate includes courses intended to help students qualify for an entry level CAD operator/drafter or help someone, already in industry, to update their skills. Students can expect an entry level position as a CAD operator, mechanical drafter, engineering assistant and engineering technician.

**A.S. Degree and Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate an understanding of 3D mechanical modeling so as to be able to capture design intent in a 3D model.
- Map out the most efficient path in 3D model creation.
- Reverse engineer existing parts and recreate them as 3D computer models.

| Required Courses (20 units) | | Units |
|---|---|---|
| DFT/ENE-21 | Drafting | 3 |
| DFT/ENE-27 | Technical Communications | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| DFT/ENE-42 | SolidWorks I | 3 |
| DFT/ENE-30 | Computer Aided Drafting | 3 |
| DFT/ENE-42B | SolidWorks II | 3 |
| ENE/DFT-52 | Geometric Dimensioning & Tolerancing | 3 |

Plus, an additional 3-5 units from the following elective courses:

| | | |
|---|---|---|
| MAT-36 | Trigonometry | 4 |
| MAN-56 | CNC Machine Set-Up and Operation | 4 |
| MAN-35 | Computer Aided Manufacturing-Mastercam | 5 |
| ENE-41 | Engineering Graphics | 3 |

**Total Program Units: 23-25 Units**

**Associate of Science Degree**

The Associate of Science Degree in 3D Mechanical Drafting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**ENGINEERING GRAPHICS (N) NCE796**

**Certificate Program**

This program prepares individuals to apply basic manual drafting skills, computer software and hardware to the creation of graphic representations and simulation in support of drafting and engineering design problems typical of general drafting industry. This includes instruction in Drafting sketches, computer-aided drafting (CAD), two-dimensional Engineering Drafting, and Technical Communication. Students completing this certificate will be qualified for an entry level Drafting position.

**Program Learning Outcomes**

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

- Apply and integrate manual sketching and computer technology in the design process, exhibiting skills necessary for entry-level employment, as a drafter.
- Demonstrate knowledge of engineering drafting skills and practice in delivering design concepts with generating drawings.

| Required Courses (9 units) | | Units |
|---|---|---|
| DFT/ENE-21 | Drafting | 3 |
| DFT/ENE-30 | Computer-Aided Drafting(CAD) | 3 |
| Select one: | | |
| ELE/ENE-27 | Technical Communications | 3 |
| OR | | |
| ENE-41 | Engineering Graphics | 3 |

**PRE-ENGINEERING (N) NAS763**
**(CSUGE) NAS764/(IGETC) NAS765**

This program is designed to prepare students for a possible major in an Engineering related field. Possible university engineering majors include: Civil Engineering, Computer Engineering and Mechanical Engineering.

**Program Learning Outcomes**

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

- Demonstrate the standard methods of mathematical analysis including trigonometry and analytic geometry, differential and integral calculus, and the solutions to differential equations.
- Demonstrate a working knowledge of the theories and principles of physics.
- Conduct experiments and analyze and interpret data collected.

| Required Courses (24-26 units) | | Units |
|---|---|---|
| MAT-1A | Calculus I | 4 |
| MAT-1B | Calculus II | 4 |
| PHY-4A | Mechanics | 4 |
| Choose one of the following: | | |
| PHY-4B | Electricity and Magnetism | 4 |
| or | | |
| PHY-4C | Heat, Light and Waves | 4 |

| Elective Courses (8-10 units) | | |
|---|---|---|
| CHE-1A | General Chemistry, I | 5 |
| CHE-1B | General Chemistry, II | 5 |
| MAT-1C | Calculus III | 4 |
| PHY-4B | Electricity and Magnetism (if not used above) | 4 |
| or | | |
| PHY-4C | Heat, Light and Waves (if not used above) | 4 |

**Associate of Science Degree**

The Associate of Science Degree in Pre-Engineering will be awarded upon completion of the degree requirements including Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) or RCCD General Education requirements.

## ENTREPRENEURSHIP

**ENTREPRENEURIAL ESSENTIALS (N) NCE977**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources.

**Certificate Program**

**Program Learning Objectives:**

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

- Student will be able to develop a business plan outlining the viability and sustainability of their idea.
- Student will be able to create a value proposition and test market assumptions for a business idea and offer a feasible solution.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities

| Required Courses (12 units ) | | Units |
|---|---|---|
| ENP-50 | Introduction to Entrepreneurship | 3 |
| ENP-51 | Entrepreneurship Basics | 3 |
| ENP-52 | Starting A Business with Limited Resources | 3 |
| ENP-53 | Money, Finance, and Accounting for Entrepreneurs | 3 |

**ENTREPRENEURIAL FOUNDATIONS (N) NCE978**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique designed to have students apply entrepreneurial strategies in developing a business.

**Certificate Program**

**Program Learning Objectives:**

- Student will be able to develop a comprehensive business plan outlining the viability and sustainability of their idea using appropriate resources and techniques.

- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.

| Required Courses (15 units ) | | Units |
|---|---|---|
| ENP-50 | Introduction to Entrepreneurship | 3 |
| ENP-51 | Entrepreneurship Basics | 3 |
| ENP-53 | Money, Finance, and Accounting for Entrepreneurs | 3 |
| ENP-54 | Business Model Canvas and Presentations for Entrepreneurs | 3 |
| ENP-55 | Entrepreneurial Simulations - Capstone | 3 |

**ENTREPRENEURSHIP AND THE TEAM (N) NCE979**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique and will provide students with critical insights into the basics of founding-team formation. Students will learn about the Gig economy, legal business structures, e-commerce, networks, key relationships and the differences between the many types of solopreneurs.

**Certificate Program**
**Program Learning Objectives:**

- Student will be able to develop a business plan outlining the viability and sustainability of their idea and key elements in establishing business partnerships
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.
- Student will be able to demonstrate the principles of the Gig Economy and recognize the different types of entrepreneurial categories.

| Required Courses (18 units ) | | Units |
|---|---|---|
| ENP-50 | Introduction to Entrepreneurship | 3 |
| ENP-51 | Entrepreneurship Basics | 3 |
| ENP-53 | Money, Finance, and Accounting for Entrepreneurs | 3 |
| ENP-54 | Business Model Canvas and Presentations for Entrepreneurs | 3 |
| ENP-70 | Building an Entrepreneurial Team | 3 |
| ENP-71 | Solopreneurship | 3 |

**ENTREPRENEURSHIP: GETTING STARTED (N) NCE861**

This certificate includes courses intended to help students who are interested in pursuing entrepreneurship to develop new ideas, recognize and take advantage of opportunities, as a foundation for creating a new business.

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

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

- Demonstrate an understanding of the entrepreneurial process, from idea generation to commercialization.
- Analyze and evaluate potential business ideas for marketability and success.
- Create and evaluate a comprehensive business plan.
- Outline and construct steps needed to create an effective social marketing campaign for a small business.

| Required Courses (10 units) | | Units |
|---|---|---|
| BUS-12 | Opportunity Analysis for Entrepreneurs | 2 |
| BUS-13 | Developing a Successful Business Plan/Models | 2 |
| BUS-14 | Social Media and Electronic Marketing for Entrepreneurs | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |

**ENTREPRENEURSHIP: LEGAL AND FINANCE (N) NCE864**

This certificate includes courses intended to help students who are interested in pursuing entrepreneurship to develop skills in financing, legal issues, and applied accounting and bookkeeping for the small business.

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

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

- Demonstrate an understanding of the entrepreneurial process, from idea generation to commercialization.
- Demonstrate the ability to apply accounting and bookkeeping for small business principles to a potential business.
- Analyze and evaluate various funding sources for small businesses.
- Outline and evaluate the legal steps and issues necessary for opening a small business.

| Required Courses (10 units) | | Units |
|---|---|---|
| ACC-55 | Applied Accounting/Bookkeeping | 3 |
| BUS-30 | Entrepreneurship and Small Business Management | 3 |
| BUS-31 | Financing Your Business | 2 |
| BUS-33 | Business Structure and Legal Issues | 2 |

## GAME DEVELOPMENT

### 3D GAME MODELING AND ANIMATION (N) NAS972/NAS972B/NAS972C/NCE972

Students completing the 3D Game Modeling and Animation program will be well versed in the process by which games and game assets are designed and created, with a special emphasis on how 3D game assets are constructed and integrated. Students will be capable of building a variety of 3D asset types ranging from simple static props to intermediate animated objects. Students will work collaboratively in a creative environment creating 3D assets for simple games and rapid prototypes to emphasize teamwork and strengthening of soft skills. Students will be prepared to enter the field as 3D game art generalists, but with a versatile skillset that would afford them a wide range of career possibilities.

**Program Learning Outcomes**

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

- Build modeled, textured, rigged, and animated 3D game assets using modern software and techniques.
- Apply the principles of modern game development through the creation of creative assets and supporting materials.
- Contribute to working games and prototypes require team management, effective planning, communication, time management, and responsiveness .
- Develop and integrate content that contributes and adds value to games projects or portfolio.
- Create modern portfolio demonstrating viable capability utilizing games and class projects.

| Required Courses (27 units) | | Units |
|---|---|---|
| GAM-1 | Business of Video Games | 3 |
| GAM-2 | History of Video Games | 3 |
| GAM-3A | Game Design | 3 |
| GAM-4A | Game Scripting | 3 |
| GAM-5A | Concept Art | 3 |
| GAM-6A | 3D Digital Modeling | 3 |
| GAM-6B | 3D Animation | 3 |
| GAM 7 | Game Studio | 3 |
| GAM 8 | Current Topics in Game Development | 3 |

**Associate of Science Degree**

The Associate of Science Degree in 3D Game Modeling and Animation will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### GAME CONCEPT ART (N) NAS971/NAS971B/NAS971C/NCE971

Students completing the Game Concept Art program will be well versed in the process by which games and game assets are designed and created, with a special emphasis on how visual development influences game design and aesthetic. Students will be capable of designing and visually articulating a range of asset types, spanning props, environments, characters and more. Students will work collaboratively in a creative environment working with teams to provide visual direction. Students will be prepared to enter the field as entry level concept artists and visual designers, but with a versatile skillset that would afford them a wide range of career possibilities.

**Certificate Program**

**Program Learning Outcomes**

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

- Articulate visual direction of various game-targeted assets through concept ideation and rendering.
- Apply the principles of modern game development through the creation of creative assets and supporting materials.
- Contribute to working games and prototypes require team management, effective planning, communication, time management, and responsiveness .
- Develop and integrate content that contributes and adds value to games projects or portfolio.
- Create modern portfolio demonstrating viable capability utilizing games and class projects.

| Required Courses (27 units) | | Units |
|---|---|---|
| GAM-1 | Business of Video Games | 3 |
| GAM-2 | History of Video Games | 3 |
| GAM-3A | Game Design | 3 |
| GAM-4A | Game Scripting | 3 |
| GAM-5A | Concept Art | 3 |
| GAM-5B | Advanced Concept Art | 3 |
| GAM-6A | 3D Digital Modeling | 3 |
| GAM 7 | Game Studio | 3 |
| GAM 8 | Current Topics in Game Development | 3 |

**Associate of Science Degree**

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

**GAME DESIGN (N) NAS685/NAS685B/NAS685C/NCE685**

Students completing the Game Design program will be well versed in the process by which games and game assets are designed and created, with a special emphasis on planning, building, testing, and documenting mechanical and economical systems and elements for a range of game types and platforms. Students will be capable of applying theory to construct and test analog or rapid digital prototypes, assess success, and elaborate or truncate based on findings. Students will work collaboratively in a creative environment working with teams to provide direction on games and suitable game systems. Students will be prepared to enter the field as entry level game designer, but with a versatile skillset that would afford them a wide range of career possibilities.

**Program Learning Outcomes**

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

- Build, test, and document analog and digital prototypes based on theory-driven design techniques.
- Apply the principles of modern game development through the creation of creative assets and supporting materials.
- Contribute to working games and prototypes require team management, effective planning, communication, time management, and responsiveness .
- Develop and integrate content that contributes and adds value to games projects or portfolio.
- Create modern portfolio demonstrating viable capability utilizing games and class projects.

| Required Courses (27 units) | | Units |
|---|---|---|
| GAM-1 | Business of Video Games | 3 |
| GAM-2 | History of Video Games | 3 |
| GAM-3A | Game Design | 3 |
| GAM-3B | Advanced Game Design | 3 |
| GAM-4A | Game Scripting | 3 |
| GAM-5A | Concept Art | 3 |
| GAM-6A | 3D Digital Modeling | 3 |
| GAM 7 | Game Studio | 3 |
| GAM 8 | Current Topics in Game Development | 3 |

**Associate of Science Degree**

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

**GAME DEVELOPMENT CORE (N) NAS970/NAS970B/ NAS970C/NCE970**

Students completing the Game Development Core program will be well versed in the process by which games and game assets are designed and created. Students will have explored a breadth of topics spanning the core disciplines of games creation, allowing them to communicate and operate effectively in a video game development environment. In addition to courses focused on individual disciplines and skills building, students will also work collaboratively in a creative environment creating simple games and rapid prototypes to emphasize teamwork and strengthening of soft skills. Students will be prepared to enter the field as junior designers, programmers, artists, and producers.

**Program Learning Outcomes**

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

- Apply the principles of modern game development through the creation of creative assets and supporting materials.
- Contribute to working games and prototypes require team management, effective planning, communication, time management, and responsiveness.
- Develop content that contributes and adds value to games projects or portfolio.
- Create modern portfolio demonstrating viable capability utilizing games and class projects.

| Required Courses (21 units) | | Units |
|---|---|---|
| GAM-1 | Business of Video Games | 3 |
| GAM-2 | History of Video Games | 3 |
| GAM-3A | Game Design | 3 |
| GAM-4A | Game Scripting | 3 |
| GAM-5A | Concept Art | 3 |
| GAM-6A | 3D Digital Modeling | 3 |
| GAM 7 | Game Studio | 3 |

**Associate of Science Degree**

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

**GAME PROGRAMMING (N) NAS691/NAS691C/NCE691**

Students completing the Game Development program will be well versed in the process by which games and game assets are designed and created, with a special emphasis on how they are programmatically constructed. Students will be capable of building complete simple games and intermediate game systems that integrate with large programs. Students will work collaboratively in a creative environment creating programmatic assets for simple games and rapid prototypes to emphasize teamwork and strengthening of soft skills. Students will be prepared to enter the field as game programmers, but with a versatile skillset that would afford them a wide range of career possibilities.

**Certificate Program**

**Program Learning Outcomes**

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

- Build simple to intermediate game systems using logic and programming using modern game development software.
- Apply the principles of modern game development through the creation of creative assets and supporting materials.
- Contribute to working games and prototypes require team management, effective planning, communication, time management, and responsiveness .
- Develop content that contributes and adds value to games projects or portfolio.
- Create modern portfolio demonstrating viable capability utilizing games and class projects.

| Required Courses (27 units) | | Units |
|---|---|---|
| GAM-1 | Business of Video Games | 3 |
| GAM-2 | History of Video Games | 3 |
| GAM-3A | Game Design | 3 |
| GAM-4A | Game Scripting | 3 |
| GAM-4B | Advanced Game Scripting | 3 |
| GAM-5A | Concept Art | 3 |
| GAM-6A | 3D Digital Modeling | 3 |
| GAM 7 | Game Studio | 3 |
| GAM 8 | Current Topics in Game Development | 3 |

**Associate of Science Degree**
The Associate of Science Degree in Game Programming 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

## LOGISTICS MANAGEMENT

This program prepares individuals to manage business logistics functions, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, and delivery to the final customer. This includes instruction in the domestic and international aspects of logistics contracts and purchasing, computerized logistics systems, inventory control, warehousing, transportation, and freight claims. Emphasis is placed on the efficient and effective integration of all logistics activities.

**LOGISTICS MANAGEMENT (N)**
**NAS579/NAS579B/NAS579C/NCE579**
This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Compare roles and objectives of the logistics disciplines.
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations.
- Analyze, prepare, file and process claims when unavoidable freight disputes arise.
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals.
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics.
- Describe roles and value added by global logistics intermediaries.

| Required Courses (18 units) | | Units |
|---|---|---|
| BUS-80 | Principles of Logistics | 3 |
| BUS-82 | Freight Claims | 1.5 |
| BUS-83 | Contracts | 1.5 |
| BUS-85 | Warehouse Management | 3 |
| BUS-86 | Transportation and Traffic Management | 3 |
| BUS-87 | Purchasing and Supply Management | 3 |
| BUS-90 | International Logistics | 3 |

Note: Students may petition to have elective credit applied toward this Certificate for military training, extra-institutional learning, and transfer or articulated courses in logistics disciplines. Students must complete at least 9 units at Norco College from the above list for such credit to apply

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

**Program Learning Outcomes**
In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate of Science Degree in Logistics Management will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

## MANAGEMENT

See BUSINESS ADMINISTRATION

## MANUFACTURING TECHNOLOGY

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

**COMPUTER NUMERICAL CONTROL PROGRAMMING (N)**
**NAS655/NAS655B/NAS655C/NCE655**

This program prepares individuals for an entry level career in computer numerical control programming. Computer control programmers and operators use computer numerically controlled (CNC) machines to cut and shape precision products, such as automobile, aviation, and machine parts. CNC machines operate by reading the code included in a computer-controlled module, which drives the machine tool and performs the functions of forming and shaping a part formerly done by machine operators. CNC machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting machines, and wire electrical discharge machines. CNC machines cut away material from a solid block of metal or plastic—known as a workpiece—to form a finished part. Computer control programmers and operators normally produce large quantities of one part, although they may produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with CNC programming to design and carry out the operations needed to make machined products that meet precise specifications.

CNC programmers—also referred to as numerical tool and process control programmers—develop the programs that run the machine tools. They review three-dimensional computer aided/automated design (CAD) blueprints of the part and determine the sequence of events that will be needed to make the part. This may involve calculating where to cut or bore into the workpiece, how fast to feed the metal into the machine, and how much metal to remove.

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

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

- Create a steam or stirling engine based on blueprints that involves parts using both the mill and the lathe.
- Create five-axis part drawing files using Computer Aided Manufacturing program such as Mastercam, numerical code files and Solid Works.
- Compose written assignments on occupation safety in general industry.
- Solve mathematical formulas by using unknowns and apply this knowledge to solve problems for the industry.
- Establish a systematic approach to recognizing the essential information given on a blueprint.

In addition to achieving the program learning outcomes for the Computer Numerical Control programming certificate, students who complete the Associate of Science Degree in Computer Numerical Control Programming (CNC) technology will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

| Required Courses (26-27 units) | | Units |
|---|---|---|
| DFT/ENE-30 | Computer Aided Drafting (CAD) | 3 |
| DFT/ENE-42 | SolidWorks I | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| ENE/DFT-52 | Geometric Dimensioning and Tolerancing | 3 |
| ENE/DFT-60 | Math for Engineering Technology | 3 |
| or | | |
| MAT-36 | Trigonometry | 4 |
| MAN-35 | Computer-Aided Manufacturing-Mastercam | 5 |
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 1 |
| MAN-56 | CNC Machine Set-up and Operation | 4 |
| MAN-57 | CNC Program Writing | 3 |

**Associate of Science Degree**

The Associate of Science Degree in Computer Numerical Control Programming 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:*

**COMPUTER NUMERICAL CONTROL (CNC) OPERATOR (N) NCE966**

This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool. Upon completion, students could secure employment as a CNC Operator.

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

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

- Demonstrate sufficient proficiency to apply for and obtain entry-level employment in the field of computer numerical control technology.
- Create parts specified by the National Institute of Metalworking Skills (NIMs).
- Create a portfolio which may include portable document files (PDF) printouts of CNC programs created during the program's courses.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technology areas and various fields of machining.
- Establish a systematic approach to recognize the essential information given on a blueprint.

| Required Courses (17 units) | | Units |
|---|---|---|
| DFT/ENE-42 | Solid Works I | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| MAN-36 | General machine shop and theory of machining | 4 |
| MAN-55/ELE-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 1 |
| MAN-56 | CNC Machine Set-up and Operation | 4 |
| MAN-57 | CNC Program Writing | 3 |

**CONVENTIONAL MACHINE OPERATOR (N) NCE865**

This certificate is designed to prepare students with basic entry-level machine operator skills, safety knowledge, theory, and quality control skills in manufacturing processes. Students obtaining this certificate will qualify for the first level certification in National Industry Metal Skills (NIMS). This certificate prepares students for employment as Conventional Machinists, Machine Operators, and/or Machine Tool Cutting Setters.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate aptitude in safely setting up and operating the lathe, mill, drill press, saw and grinder.
- Demonstrate use of gages (gage blocks and pins), calculate angles for work setup, utilize the proper precision measuring tools when machining.
- Create parts specified by the National Institute of Metalworking Skills (NIMs) using conventional machining.
- Establish a systematic approach to recognize the essential information given on a blueprint

| Required Courses (10 units) | | Units |
|---|---|---|
| DFT/ENE-42 | SolidWorks I | 3 |
| DFT/ENE-51 | Print reading | 2 |
| MAN-36 | General machine shop and theory of machining | 4 |
| MAN-55/ELE-55 | OSHA Standards for General Industry | 1 |

**FACILITY MAINTENANCE (N)**

**NAS771/NAS771B/NAS771C/NCE771**

The Associate in Science in Facility Maintenance program prepares students for jobs such as entry-level facility maintenance technician, field service technician, industrial maintenance technician, maintenance mechanic, or maintenance repair mechanic.

Students will gain skills in: safety standards, technical math, blueprint reading, troubleshooting, preventative maintenance, drive components, lubrication, bearings, wiring methods, hydraulics, pneumatics, basic electricity, technical communication and more. Students will learn and apply maintenance methods to repair and maintain commercial or industrial facilities, including the machinery in buildings, plants, and factory settings.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge of maintenance techniques.
- Apply maintenance fundamentals to simulated and actual workplace applications.
- Recognize, identify, and describe the functions of hand and power tools.
- Troubleshoot and repair a given, complex configuration of maintenance equipment and create a thorough report, including necessary interactions with tools and safety standards.

| Required Courses (23-24 units) | | Units |
|---|---|---|
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 1 |
| ELE/MAN-69 | Fundamentals of Tooling and Test Equipment | 2 |
| ELE/MAN-68 | Fundamentals of Maintenance | 3 |
| ELE/ENE-27 | Technical Communications | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| ELE/MAN-77 | Electrical Theory | 3 |
| MAN-60 | Hydraulic and Pneumatics Systems | 3 |
| ELE/CON-66 | National Electrical Code | 3 |
| ENE-60 | Math for Engineering Technology | 3 |
| or | | |
| MAT-36 | Trigonometry | 4 |

None of the courses in the area of emphasis require a prerequisite course.

| | |
|---|---|
| *Total Major Units: | 23-24 Units |
| *General Education Requirements: | 35-36 Units |
| Total A.S. Degree Units: | 60 Units |

Note: Students must complete all Facility Maintenance 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 Facility Maintenance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**INDUSTRIAL AUTOMATION (N)**

**NAS737/NAS737B/NAS737C/NCE737**

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Industry needs well-trained technicians with the knowledge of how to design, repair and implement new equipment. The Industrial Automation program teaches how to use Electronics, Microprocessors, Microcontrollers, Programmable Logic Control and Fluid Power systems to create and program new machinery used in industry. This certificate prepares students

for employment as an automated systems technician, maintenance mechanic, or general maintenance worker.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate the installation maintenance and troubleshooting of Programmable Logic Control systems (PLCs) and PLC modules.
- Set-up and operate fluid powered valves, cylinders, controls filters, and actuators.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technological areas and various fields of engineering.

| Required Courses (23-24 units) | | Units |
|---|---|---|
| ELE-10 | Survey of Electronics | 4 |
| ELE/ENE-27 | Technical Communications | 3 |
| ELE-74 | Industrial Wiring and Controls | 4 |
| ELE/MAN-64 | Programmable Logic Controllers | 3 |
| or | | |
| ELE/MAN-67 | Programmable Logic Controllers Using Siemens | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 1 |
| MAN-60 | Hydraulics and Pneumatic Systems | 3 |
| ENE-62 | Math for Automation | 3 |
| or | | |
| MAT-36 | Trigonometry | 4 |

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

**Program Learning Outcomes**
In addition to achieving the program learning outcomes for the Industrial Automation certificate program, students who complete the Associate of Science Degree in Industrial Automation will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

**MANUFACTURING TECHNICIAN I (N) NCE968**
This provides students with a first step towards becoming a fully qualified journey level Manufacturing Technician. Through a combination of work-based learning, lectures and lab components, this program includes shaping and forming operations, materials handling, instrumentation and controls, and quality control, as well as computer-aided manufacturing and robotics. This program also includes optimization theory, industrial and manufacturing planning, and related management skills. Completion of this program prepares students for gainful employment as a machine operators, production technicians, CNC Programmers, industrial or manufacturing engineering technicians, or tool setter. To participate in this program, students must register as an apprentice and meet applicable program requirements.

**Certificate Program**
**Program Learning Outcomes:**
Upon successful completion of this program, students should be able to:

- Students will apply industry standard safety practices and specific safety requirements for different machining operations.
- Students will be able to proficiently use equipment, machines, and technology in manufacturing processes.
- Knowledge of and ability to demonstrate general manufacturing technical practices and procedures that are applicable to all sectors of manufacturing.

| Required Courses (8 units) | | Units |
|---|---|---|
| APP 450 | Apprenticeship Work Experience | 8 |

| Elective Courses (6-8 units) | | |
|---|---|---|
| ENE-30 | Computer Aided Drafting (CAD) | 3 |
| ENE-62 | Math for Automated Systems | 3 |
| DFT/ENE-42 | SolidWorks I | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| MAN-35 | Computer Aided Manufacturing | 5 |
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) | 1 |
| MAN-56 | CNC Machine Set-up and Operation | 4 |
| MAN-57 | CNC Program Writing | 3 |

Total Units: 14-16

**MANUFACTURING TECHNICIAN II (N) NAS967/ NAS967B/NAS967C/NCE967**
This program develops the fully qualified journey level Manufacturing Technician who has the ability to manufacture high precision parts out of a wide variety of materials using all types of conventional machine tools.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Apply industry standard safety practices and specific safety requirements for different machining operations
- Produce high precision parts out of a variety of conventional machine tools.
- Demonstrate advanced manufacturing technical practices and procedures that are applicable to all sectors of manufacturing.
- Demonstrate knowledge of CNC specific technical work practices, such as blueprint reading, applied math concepts, tools, and measurement concepts.

| Required Courses (16 units) | | Units |
|---|---|---|
| APP-450 | Apprenticeship Work Experience | 16 |

| Elective Courses (14-15 units) | | |
|---|---|---|
| DFT/ENE-30 | Computer Aided Drafting (CAD) | 3 |
| ENE-62 | Math for Automated Systems | 3 |
| or | | |
| ENE-60 | Math for Engineering Technology | 3 |
| DFT/ENE-42 | SolidWorks I | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| MAN-35 | Computer Aided Manufacturing | 5 |
| MAN-36 | General Machine Shop and Theory of Machining | 5 |
| ELE/MAN-55 | Occupational Safety and Health Administration (OSHA) | 1 |
| MAN-56 | CNC Machine Set-up and Operation | 4 |
| MAN-57 | CNC Program Writing | 3 |

**Total Units: 30-31**

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

## MUSIC

**MUSIC (MNR) NAA564, NAA564B, NAA564C**
The Associate in Arts in Music Degree is designed to prepare the student for the rigors of becoming a music major at four year institutions of higher education and is specifically intended to satisfy many of the lower division requirements for the Baccalaureate in Arts in Music at the California State University and University of California. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper division work.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to "audiate" a musical score by sight reading and performing complex rhythms and by 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 row, 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 | | Units |
|---|---|---|
| MUSIC THEORY (16 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 (10-12 units; 4 semesters of study from the following) | | |
| MUS-38 | Beginning Applied Music I | 2 |
| MUS-78 | Beginning Applied Music II | 2 |
| MUS-39 | Intermediate Applied Music I | 3 |
| MUS-79 | Intermediate Applied Music I | 3 |
| OR | | |
| MUS-39 2x | Intermediate Applied Music I | 3(6) |
| MUS-79 2x | Intermediate Applied Music II | 3(6) |
| MUSIC ENSEMBLES (8 units from the following over 4 semesters) | | |
| MUS-41 | Chamber Choir | 2 |
| MUS-81 | Consort Singers | 2 |
| MUS-77 | Guitar Ensemble | 2 |
| MIS-11a | Studio Arts Ensemble I | 2 |
| MIS-11b | Studio Arts Ensemble II | 2 |

**Total Units: 34-36**

Recommended Courses:
Keyboard Proficiency - Most 4-year institutions require that lower-division students pass a keyboard proficiency exam. The following courses are recommended to prepare students for the exam (4 units from the following):

| | | |
|---|---|---|
| MUS-32a | Class Piano I | 1 |
| MUS-32b | Class Piano I | 1 |
| MUS-32c | Class Piano I | 1 |
| MUS-32d | Class Piano I | 1 |
| MUS-53 | Keyboard Profiency | 1 |

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

## MUSIC INDUSTRY STUDIES: AUDIO PRODUCTION (N)
**NAS684/NAS684B/NAS684C/NCE684**

The Music Industry Studies certificate in Audio Production is designed to provide students with the knowledge and skills necessary for producing popular music, and engineering in the recording studio as well as for live sound. Courses allow students to become proficient on a DAW (Digital Audio Workstation); gain experience recording and producing music on digital and analog devices; and record and mix in a state-of-the-art multi-track digital recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as music producers or audio engineers in studio and/or live performance settings.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitively enhance multitrack recordings and live performances as a mixing engineer.
- Collaborate effectively with peers to create new musical works that exhibit quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

| Required Courses | | Units |
|---|---|---|
| Core (13 units) | | |
| MIS-1A | Beginning Performance Techniques for Studio Recording | 2 |
| MIS-1B | Intermediate Performance Techniques for Studio Recording | 2 |
| MIS-1C | Advanced Performance Techniques for Studio Recording | 2 |
| MUS-3 | Fundamentals of Music | 4 |
| MUS-93 | The Business of Music | 3 |
| Electives (23-25 units) | | |
| MIS-2 | Songwriting | 2 |
| MIS-3 | Digital Audio Production 1 | 4 |
| MIS-4 | Digital Audio Production 2 | 4 |
| MIS-7 | Introduction to Music Technology | 3 |
| MIS-12 | Live Sound Reinforcement | 3 |
| MIS-13 | Recording Studio Workshop I | 3 |
| AND | | |
| 4-6 units from the following: | | |
| Elective Courses | | Units |
| COM-9 | Interpersonal Communication | 3 |
| MUS-4 | Music Theory I | 4 |
| MUS-23 | History of Rock and Roll | 3 |
| MUS-32A | Class Piano I | 2 |
| MUS-32B | Class Piano II | 2 |
| MUS-32C | Class Piano III | 2 |
| MUS-38 | Beginning Applied Music I | 2 |
| MUS-39 | Applied Music I | 3 |
| MIS-200 | Music Industry Studies Work Experience | 1-4 |

**Total Units: 36-38 units**

**Associate of Science Degree**
The Associate of Science Degree in Music Industry Studies: Audio Production will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## MUSIC INDUSTRY STUDIES: PERFORMANCE (N)
**NAA645/NAA645B/NAA645C/NCE645**

The Music Industry Studies Performance Certificate is designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with digital and analog music technology, and record and mix in a state-of-the-art multi-track digital recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a variety of careers as instrumentalists and vocalists in studio and/or live performance settings.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitively interpret and communicate musical literature as a performer or studio musician.
- Collaborate effectively with peers to create new musical works exhibiting quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

| Required Courses (33 units) | | Units |
|---|---|---|
| MIS-1A | Studio Techniques | 2 |
| MIS-1B | Studio Techniques | 2 |
| MIS-1C | Studio Techniques | 2 |
| MUS-3 | Fundamentals of Music | 4 |
| MUS-93 | Business of Music | 3 |
| MUS-39 | Applied Music II (2x) | 3 |
| MUS-79 | Applied Music II (2x) | 3 |
| (4 semesters of study) | | |
| MUS 41 | Chamber Singers (4x) | 2 |
| or | | |
| MUS 41 | Chamber Singers (2x) | 2 |
| AND | | |
| MIS 81 | Consort Singers (2x) | 2 |
| or | | |
| MIS-11A | Studio Arts Ensemble (2x) | 2 |
| MIS-11B | Studio Arts Ensemble (2x) | 2 |
| (4 semesters of study for 8 units total) | | |
| AND | | |
| 3-4 units from the following: | | |

| Elective Courses | | Units |
|---|---|---|
| MIS-3 | Digital Audio Production | 1-4 |
| MIS-7 | Intro to Music Technology | 3 |
| MUS-4 | Music Theory | 4 |
| MUS-23 | History of Rock and Roll | 3 |
| MUS-32A | Class Piano | 2 |
| MUS-32B | Class Piano | 2 |
| MUS-32C | Class Piano | |

**Total Units: 36-37 units**

**Associate of Arts Degree**
The Associate of Arts Degree in Music Industry Studies: Performance 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

## RETAIL MANAGEMENT/WAFC

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the-counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

**RETAIL MANAGEMENT/WAFC (WESTERN ASSOCIATION OF FOOD CHAINS) (NR)**
**NAS536/NAS536B/NAS536C/NCE536**

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations.
- Create and use basic word processing documents, spread sheets and visual (Power Point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts.
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

| Required Courses (30 units) | | Units |
|---|---|---|
| ACC-1A | Principles of Accounting I | 3 |
| or | | |
| ACC/CAT-55 | Applied Accounting/Bookkeeping | 3 |
| BUS-20 | Business Mathematics | 3 |
| BUS-22 | Management Communications | 3 |
| or | | |
| BUS-24 | Business Communication | 3 |
| CIS-1A | Introduction to Computer Information Systems | 3 |
| or | | |
| CIS/CAT-3 | Computer Applications for Business | 3 |
| COM-1/1H | Public Speaking | 3 |
| or | | |
| COM-9/9H | Interpersonal Communication | 3 |
| or | | |
| MAG-57 | Oral Communications | 3 |
| MAG-56 | Human Resources Management | 3 |
| MAG-44 | Principles of Management | 3 |
| or | | |
| MAG-51 | Elements of Supervision | 3 |
| MAG-53 | Human Relations | 3 |
| MKT-20 | Principles of Marketing | 3 |
| MKT-42 | Retail Management | 3 |

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

## SUPPLY CHAIN AUTOMATION

**SUPPLY CHAIN AUTOMATION (N)**
**NAS924/NAS924B/NAS924C/NCE924**

Supply Chain Automation is a rapidly-emerging discipline that supports the automated warehousing industry. This program provides students with the skills and hands-on training needed to install, operate, support, upgrade or maintain the automated material handling equipment and systems that support the supply chain. This includes complex conveyer systems, robotics, sensors, optics, mechanical drive systems and programmable logic controllers. This certificate prepares students for employment as an electro-mechanical technicians, maintenance mechanic, maintenance technicians, or supply chain technicians.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program students should be able to:

- Demonstrate troubleshooting procedures to diagnose and repair hydraulic and pneumatic systems used in automated processes and robotic assemblies.
- Demonstrate the installation, maintenance and troubleshooting of Programmable Logic Controllers systems (PLCS) and PLC modules.
- Solve arithmetic problems and formulas using unknowns that are typical to solving problems in engineering and industrial setting.

| Required Courses (32-33 Units) | | Units |
|---|---|---|
| SCT/SCA-1 | Introduction to Automated Warehousing | 3 |
| ELC/ELE-73/MAN-73 | Electric Motors and Transformers | 4 |
| ELC/ELE/MAN-74 | Industrial Wiring and Controls | 4 |
| ELC/ELE/ELC-77 | Electrical Theory for Electricians | 3 |
| DFT/ENE/ELE-27 | Technical Communications | 3 |
| DFT/ENE-51 | Print Reading | 2 |
| ENE-62 | Math for Automated Systems | 3 |
| or | | |
| MAT-36 | Trigonometry | 4 |
| MAN/ELE-55 | OSHA Standards for General Industry | 1 |
| MAN-60 | Hydraulic and Pneumatic Systems | 3 |
| ELE/MAN-64 | Programmable Logic Controllers | 3 |
| or | | |
| ELE/MAN-67 | Programmable Logic Controllers Using Siemens | 3 |
| ELE-26 | Microcontrollers | 3 |

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

# NON-CREDIT PROGRAMS

## BUSINESS ADMINISTRATION

**ACCOUNTING BASICS FOR SMALL BUSINESS (MNR)**
**NCC8009**

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.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

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

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

## EARLY CHILDHOOD EDUCATION

**FAMILY CHILDCARE PROVIDER (MNR) NCC8033**

The Family Childcare Provider Certificate provides students with an introduction in planning a quality in-home child care business, including the requirements of obtaining a license as a family child care provider and an understanding of National Association for Education of Young Children (NAEYC) standards. The knowledge and skills covered in this program will enable students to set up good business practices, design developmentally appropriate curriculum and professionalism. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**

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

- Understand state licensing requirements and guidelines for running an in-home child care
- Demonstrate an understanding of the National Association for Education of Young Children (NAEYC) Code of Ethical Conduct.
- Demonstrate knowledge and use of the Family Child Care Harms/Clifford Environmental Rating Scale.
- Apply state guidelines and child development concepts to establish good business practices and to design a quality family child care environment.
- Use the knowledge from this program as a foundation for working with children, families and the community.

| Required Courses (24 hours) | | Hours |
|---|---|---|
| EAR-810 | Family Child Care – Our Business | 8 |
| EAR-811 | Family Child Care – Our Curriculum | 8 |
| EAR-812 | Family Child Care – Our Family & Community | 8 |

## ENGLISH AS A SECOND LANGUAGE

**BEGINNING AMERICAN COLLEGE ENGLISH (MNR) NCC8028**

ESL students are placed within the sequence of courses in the Basic English as a Second Language Certificate according to their English abilities. Students completing this pattern of study will have a beginning level of fluency in the English language which will help them be successful in academic courses, CTE courses, or general employment.

**Program Learning Objectives:**

- Write English paragraphs at a low-intermediate academic level.
- Communicate in English so that students can function with native speakers at a basic academic level in college or work environments.
- Demonstrate a general awareness of patterns and expectations of United States culture, especially in the college and work environments.

| Required Courses (180 hours) | | Hours |
|---|---|---|
| EAR-846 | Beginning American College English | 90 |
| EAR-847 | Low Intermediate American College English | 90 |

**ADVANCED AMERICAN COLLEGE ENGLISH (MNR) NCC8027**

ESL students are placed within the sequence of courses in the Advanced English as a Second Language Certificate according to their English abilities. Students completing this pattern of study will have a beginning level of fluency in the English language which will help them be successful in academic courses, CTE courses, or general employment.

**Program Learning Objectives:**

- Write English, such as essays, at an academic level.
- Communicate in English so that students can function with native speakers in academic transfer-level courses or work environments.
- Demonstrate knowledge of patterns and expectations of United States culture, especially in the college and work environments.

| Required Courses (270 hours) | | Hours |
|---|---|---|
| ESL-848 | Intermediate American College English | 90 |
| ESL-849 | High Intermediate American College English | 90 |
| ESL-850 | Advanced American College English | 90 |

## ENTREPRENEURSHIP

**NON-CREDIT ENTREPRENEURSHIP ESSENTIALS (MNR) NCC8035**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources.

**Program Learning Outcomes**

- Student will be able to develop a business plan outlining the viability and sustainability of their idea.
- Student will be able to create a value proposition and test market assumptions for a business idea and offer a feasible solution.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities

| Required Courses (216 hours) | | Hours |
|---|---|---|
| ENP 850 | Introduction to Entrepreneurship | 54 |
| ENP 851 | Entrepreneurship Basics | 54 |
| ENP 852 | Starting A Business with Limited Resources | 54 |
| ENP 853 | Money, Finance, and Accounting for Entrepreneurs | 54 |

**NON-CREDIT ENTREPRENEURSHIP FOUNDATIONS (MNR) NCC8036**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique designed to have students apply entrepreneurial strategies in developing a business.

**Program Learning Outcomes**

- Student will be able to develop a comprehensive business plan outlining the viability and sustainability of their idea using appropriate resources and techniques.
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.

| Required Courses (270 hours) | | Hours |
|---|---|---|
| ENP 850 | Introduction to Entrepreneurship | 54 |
| ENP 851 | Entrepreneurship Basics | 54 |
| ENP 853 | Money, Finance, and Accounting for Entrepreneurs | 54 |
| ENP 854 | Business Model Canvas and Presentations for Entrepreneurs | 54 |
| ENP 855 | Entrepreneurial Simulations – Capstone | 54 |

**NON-CREDIT ENTREPRENEURSHIP AND THE TEAM (MNR) NCC8037**

This certificate is designed for those interested in starting their own business exposing students to the basics of entrepreneurship, including design thinking, customer assessment, problem solving, financing and leveraging resources. It will utilize the Business Model Canvas technique and will provide students with critical insights into the basics of founding-team formation. Students will learn about the Gig economy, legal business structures, e-commerce, networks, key relationships and the differences between the many types of solopreneurs.

**Program Learning Outcomes**

- Student will be able to develop a business plan outlining the viability and sustainability of their idea and key elements in establishing business partnerships
- Student will be able to apply standard accounting practices in a business and able to recognize and evaluate finance opportunities.
- Student will be able to create a Business Model Canvas showcasing its main components and be able to produce and deliver a compelling presentation.
- Student will be able to demonstrate the principles of the Gig Economy and recognize the different types of entrepreneurial categories.

| Required Courses (324 hours) | | Hours |
|---|---|---|
| ENP 850 | Introduction to Entrepreneurship | 54 |
| ENP 851 | Entrepreneurship Basics | 54 |
| ENP 853 | Money,Finance,and Accounting for Entrepreneurs | 54 |
| ENP 854 | Business Model Canvas and Presentations For Entrepreneurs | 54 |
| ENP 870 | Building an Entrepreneurial Team | 54 |
| ENP 871 | Solopreneurship | 54 |

**SOCIAL MEDIA FOR BUSINESS (MNR) NCC8011**

The Social Media for Business Certificate provides students with an understanding of how to effectively leverage social media as part of a business marketing strategy. Students will analyze the ways in which business and nonprofits use social media marketing to engage customers and develop a successful business presence on social media using Facebook, Twitter, LinkedIn, YouTube, Instagram and Pinterest. This certificate is designed to both support students seeking to expand on their existing knowledge of social media marketing as well as those new to the field.

**Program Learning Outcomes**

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

- Explain how to develop effective social media marketing strategies for various types of industries and businesses.
- Describe the major social media marketing portals that can be used to promote a company, brand, product, service or person.
- Evaluate and apply social networking tools to a business scenario or career enhancement.
- Assess the impact of social networking and its ROI (Return on Investment).

| Required Courses (50 hours) | | Hours |
|---|---|---|
| ENP-801 | Facebook for Business | 10 |
| ENP-802 | Pinterest and Instagram for Business | 10 |
| ENP-803 | YouTube for Business | 10 |
| ENP-804 | Twitter for Business | 10 |
| ENP-805 | LinkedIn for Business | 10 |

## MANUFACTURING

### COMPUTERIZED NUMERICAL CONTROL OPERATOR (N) NCC8019

This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool. Upon completion, students can may secure employment as an entry level CNC operator. This certificate also serves as a gateway into other noncredit and credit programs.

**Certificate Program**
**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrate sufficient proficiency to apply for and obtain entry-level employment in the field of computer numerical control technology.
- Perform machine start-up and make machine adjustments and minor programming changes.
- Perform inspections, make tool changes and knowledge of machine shut down.

| Required Courses (216 hours) | | Hours |
|---|---|---|
| MAN-857 | CNC Program Writing | 108 |
| MAN-856 | CNC Machine Set-up and Operation | 108 |

### INDUSTRIAL AUTOMATION (N) NCC8039

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Industry needs well-trained technicians with the knowledge of how to design, repair, and implement new equipment. The Industrial Automation program teaches how to use Electronic, Microprocessors, Microcontrollers, Programmable Logic Control and Fluid Power systems to create and program new machinery used in industry. This certificate of completion prepares students for employment as an automated systems technician, maintenance mechanic, or general maintenance workers.

The goal of this program is to provide a diverse population of adult learners with the opportunity to learn the skills necessary to secure employment as an automated systems technician, maintenance mechanic, or general maintenance workers. By offering students the ability to take non-credit courses, this certificate expands access to formerly underserved populations. This certificate can also serve as a gateway into other noncredit and credit programs and help students develop workplace skills and training that will qualify them for more workplace opportunities.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Demonstrated the installation maintenance and troubleshooting of Programmable Logic Control systems (PLC's) and PLC modules.
- Set-up and operate fluid powered valves, cylinders, controls filters, and actuators.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technological areas and various fields of engineering.

| Required Courses (576 hours) | | Hours |
|---|---|---|
| ELE-810 | Survey of Electronics | 90 |
| ELE-827 | Technical Communications | 54 |
| ELE-874 | Industrial Wiring and Controls | 108 |
| ELE-864 | Programmable Logic Controllers | 90 |
| ENE-851 | Print Reading | 54 |
| ELE-855 | Occupational Safety and Health Administration (OSHA) Standards for General Industry | 18 |
| MAN-860 | Hydraulic and Pneumatic Systems | 108 |
| ENE-862 | Math for Automation | 54 |

## PROFESSIONAL DEVELOPMENT STUDIES

### CUSTOMER RELATIONS (MNR) NCC8012

The Customer Relations Certificate provides students with important communication skills and an understanding of how these skills should be utilized when working in customer service. Additionally, students will learn about different personality styles and how to effectively adapt to working with people with different styles. As a result of their classroom experience, students will be able to provide effective customer service and demonstrate collaborative problem solving.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Analyze and apply four essential customer service best practices in a role play.
- Construct and deliver constructive criticism of a customer service experience session.
- Demonstrate the collaborative problem-solving model to a case study.

| Required Courses (36 hours) | | Hours |
|---|---|---|
| PDS-813 | Best Practices in Customer Service | 12 |
| PDS-806 | The Art of Negotiating and Collaborating | 12 |
| PDS 807 | Personality Styles and Difficult Relations | 12 |

### EMERGING LEADERS (MNR) NCC8013

The Emerging Leaders Certificate enables students to develop the management, supervisory, and leadership skills necessary to get a job or advance on their current career path. Through the guided exploration of best practices in essential workplace skills, students will be prepared to successfully navigate complex professional environments. Both current and future leaders will benefit from the comprehensive overview of the skills necessary to be dynamic and effective leaders. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Explain and apply communication techniques for constructive criticism to a workplace scenario
- Explain the four stages of team development and apply to a case study
- Identify a problematic employee issue and identify if it is a coaching issue or disciplinary action case
- Explain and apply to a case study involving ways to motivate employees

| Required Courses (48 hours) | | Hours |
|---|---|---|
| PDS-801 | Leadership Skills | 12 |
| PDS-802 | Supervisory Skills | 12 |
| PDS-803 | Increasing Productivity | 12 |
| PDS-804 | Motivating Yourself and Others | 12 |

**ENTERPRISE COMMUNICATION (MNR) NCC8014**
The Enterprise Communication Certificate enables students to develop strategic communication techniques and skills necessary to succeed in the workplace. Students will demonstrate oral and written workplace communication skills, including learning constructive business writing concepts. This certificate is also a gateway into other noncredit and credit programs.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Describe and apply different strategic communication techniques to a workplace scenario.
- Identify your professional EI strengths and limitations. Develop a plan using behavioral techniques to increase your EI competencies.
- Apply business writing concepts to writing letters and emails using complete sentences with sentence variety, clarity with pronouns, proper punctuation, paragraphing and clear organization of ideas.

| Required Courses (48 hours) | | Hours |
|---|---|---|
| PDS– 812 | Workplace Communication Strategies | 12 |
| PDS– 809 | Business Writing in a Technological World | 12 |

Choose 2 courses from the following:

| Elective Courses | | Hours |
|---|---|---|
| PDS– 805 | Difficult Conversations | 12 |
| PDS– 806 | The Art of Negotiating and Collaborating | 12 |
| PDS– 813 | Best Practices in Customer Service | 12 |
| PDS– 807 | Personality Styles and Difficult Relationships | 12 |

**FINANCIAL LITERACY (MNR) NCC8015**
The Financial Literacy Certificate of Completion provides students with an introduction to the principles of finance with an emphasis on personal finance. Students will learn general personal financial management skills, including developing realistic financial goals and methods for creating a plan to meet those goals. This certificate also serves as a gateway into other noncredit and credit programs in personal or business finance.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Create a personal budget of income and expenses.
- Explain how credit works and how to use credit responsibly.
- Describe available banking and loan services.
- Develop long-term and short-term financial goals.

| Required Courses (27 hours) | | Hours |
|---|---|---|
| PDS- 816 | Personal Finance | 18 |
| PDS- 817 | Financial Future | 9 |

**SALES TECHNIQUES (MNR) NCC8016**
The Sales Techniques Certificate provides students with an understanding of how to effectively leverage various communication techniques and mediums to identify leads, work directly with decision makers, and close deals. The important sales techniques that students acquire will allow them to build lasting, long-term and mutually beneficial relationships with clients. These foundational sales techniques will enable student to get a job in sales or marketing, or advance in their current career. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Develop and deliver a series of sales scripts to fit a given sales situation and effectively deliver the scripts.
- Describe and demonstrate techniques for closing sales.
- Describe and demonstrate how to ask for the sale when a potential customer is resistant.
- Develop and deliver scripts for call center or ‘inside sales”.

| Required Courses (16 hours) | | Hours |
|---|---|---|
| PDS– 814 | Closing Techniques that Win the Sale | 8 |
| PDS– 815 | Winning Sales Scripts | 8 |

**SUCCESSFUL CAREER TRANSITIONS (MNR) NCC8038**
The Successful Career Transitions certificate will provide students with the skills they need to successfully seek and obtain a new job. Students will learn to evaluate the job market and their own workplace skills, conduct a strategic job search, effectively network, write a persuasive cover letter and resume, and employ effective interview techniques.

**Program Learning Objectives:**
Upon successful completion of this program, students should be able to:

- Conduct market research and search for jobs in a chosen field using a variety of methods
- Tailor a resume and cover letter to meet the expectations of employers in their chosen field
- Interact professionally with employers, including during a job interview
- Understand professional communication expectations in the workplace

| Required Courses (21 hours) | | Hours |
|---|---|---|
| PDS– 818 | The Successful Job Search | 9 |
| PDS– 809 | Business Writing in a Technological World | 12 |

Choose 1 course from the following:

| Elective Courses | | Hours |
|---|---|---|
| PDS– 809 | Business Writing in a Technological World | 12 |
| PDS– 812 | Workplace Communication Strategies | 12 |

**WORKPLACE ESSENTIALS (MNR) NCC8017**
The Workplace Essentials Certificates aims to provide students with the skills and knowledge to be successful in the workplace. Students will learn how to maximize efficiency, engage in strategic problem solving, and clearly communicate with internal and external stakeholders. These skills will allow both students with extensive experience in the workplace and those entering the workforce to improve their effectiveness and advance in their career. This certificate also serves as a gateway into other noncredit and credit programs.

**Program Learning Outcomes**
Upon successful completion of this program, students should be able to:

- Relate the role of critical thinking to meeting business challenges and solving problems.
- Hypothesize solutions to typical and atypical problems and test these hypotheses.
- Demonstrate business-writing skills in the form of emails, memos, and proposals.
- Apply the time management quadrant to a business case study attempting to balance personal and organizational goals.

| Required Courses (48 hours) | | Hours |
|---|---|---|
| PDS-808 | Critical Thinking, Problem Solving and Decision Making | 12 |
| PDS-809 | Business Writing in the Technological World | 12 |
| PDS-810 | Time Management | 12 |
| PDS-812 | Workplace Communication Strategies | 12 |

SECTION VI

# COURSE DESCRIPTIONS

## COURSE DESCRIPTIONS

Norco College 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 http://rccd.curricunet.com/PublicSearch/Index.

## UC/CSU

Designated courses are transferable to the campuses of the University of California and the California State University system. Courses that are not marked UC are not transferable to a University of California college. Courses marked with an * (UC*) indicate courses that have transfer credit limitations. The UC Transfer Course Agreement (TCA) indicating transfer credit limitations can be found on the assist.org website. 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 Distant Education section of the class schedule for details on meeting the limitation on enrollment for online classes.

Norco College classes are currently being taught using a variety of methods. Below you will find the different ways classes are being offered to students college wide. When selecting a class, please take note of the method of instruction in the comments section of the course. For any questions regarding your classes, please contact your instructor or counselor.

**Online (OL)**
Online with no scheduled meeting days.

**Hybrid (HYB)**
Online courses combined with on-campus face to face classes that will meet on required scheduled meetings days and times.

**Regular Meeting (REG)**
Online classes with regular weekly meeting during scheduled days and times.

**Occasional Meeting (OCC)**
Online classes with occasional meetings on published scheduled days and times.

**Face to Face (LEC)**
LEC courses are traditional in-person and on-campus classes with weekly scheduled meeting days and times.

## 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, 80, 85, 90B, 91; English as a Second Language 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3, 800; Mathematics 37, 52, 63, 64, 65, 81, 82, 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 and 90) are intended to help students develop skills necessary to succeed in college level degree- applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

## NONCREDIT

Courses are numbered in the 800's, and 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 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 10), you will be allowed to register for the succeeding class (i.e., Math 1A). 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 (Incomplete) are not acceptable. If you are currently enrolled in a prerequisite course outside of Riverside Community College District, the course must be successfully completed with a recorded grade before requesting validation of prerequisite.

## 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.) Concurrent corequisite courses must be completed at RCCD. Corequisite courses completed previously may be completed at RCCD or an outside institution (a student may be required to file proof of prerequisite and corequisite requirements.) 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 there is a recommendation 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 the class.

## 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.
- Completion of some high school course 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 noncredit 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.

## CREDIT COURSES

# ACADEMIC LITERACY & READING
(Formerly READING)

**ALR-1**
**Reading Tutor Training** **2 Units**
*Prerequisite: None*
*Advisory: ALR-3 or ALR-83, ENG-1A or ENG-1AH*
Description: Designed to prepare students to become peer tutors in the Reading and Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring reading. Tutors develop student-centered, non-intrusive tutoring skills. 27 hours lecture and 27 hours laboratory. (Formerly REA-1) (Letter grade or Pass/No Pass option.)

**ALR-2**
**Strategic Reading** **2 Units**
CSU
*Prerequisite: None*
Description: Intended for readers who are interested in enhancing reading flexibility and effectiveness in comprehension, vocabulary, and study skills. Students practice using a variety of comprehension strategies, including computer assisted instruction. 36 hours lecture. (Formerly REA-2) (Letter grade or Pass/No Pass option.)

**ALR-3**
**Reading for Academic and Lifelong Literacy** **3 Units**
CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: Review and study of reading strategies for success in various college disciplines and for lifelong literacy. Students will receive instruction in academic, discipline-specific and practical lifelong reading skills. This course meets the graduation reading competency requirement. 54 hours lecture. (Formerly REA-3) (Letter grade or Pass/No Pass option.)

**ALR-4**
**Critical Reading as Critical Thinking** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: The relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism and advocacy of ideas encountered in academic reading. 54 hours lecture. (Formerly REA-4) (Letter grade only.)

**ALR-83**
**College Reading and Thinking** **3 Units**
*Prerequisite: None*
Description: Instruction in reading academic materials. 54 hours lecture (Formerly REA-83) (Letter grade or Pass/No Pass option.)

**ALR-86**
**Reading Strategies for Textbooks** **1 Unit**
*Prerequisite: None*
Description: 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. (Formerly REA-86) (Non-degree credit course.) (Pass/No Pass only.)

# ACCOUNTING

**ACC-1A**
**Principles of Accounting I** **3 Units**
(C-ID:ACCT 110)
UC, CSU
*Prerequisite: None*
*Advisory: BUS-20*
Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture. (Letter grade only.)

**ACC-1B**
**Principles of Accounting II** **3 Units**
(C-ID:ACCT 120)
UC, CSU
*Prerequisite: ACC-1A*
Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture. (Letter grade only.)

**ACC-55**
**Applied Accounting/Bookkeeping** **3 Units**
*Prerequisite: None*
Description: An introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis 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-55*
Description: Covers accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ACC-65**
**Computerized Accounting** **3 Units**
CSU
*Prerequisite: ACC-1A or ACC-55*
*Advisory: CIS-1A or CIS-3*
Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ACC-66**
**Non-Profit and Governmental Accounting** **3 Units**
CSU
*Prerequisite: ACC-1A*
*Advisory: BUS-20*
Description: Principles and practices of non-profit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, and application of generally accepted accounting principles to non-profit and governmental organizations. 54 hours lecture. (Letter grade only.)

**ACC-67**
**U.S. and California Income Tax Preparation** **4 Units**
CSU
*Prerequisite: None*
Description: U.S. and California income tax principles and tax return preparation as it relates to individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council (CTEC) as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer. 72 hours lecture. (Letter grade only.)

**ACC-200**
**Accounting Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# ADMINISTRATION OF JUSTICE

**ADJ-1**
**Introduction to the Administration of Justice** **3 Units**
(C-ID:AJ 110)
UC, CSU
*Prerequisite: None*
Description: The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture. (Letter grade only.)

**ADJ-2**
**Principles and Procedures of the Justice System** **3 Units**
(C-ID:AJ 122)
CSU
*Prerequisite: None*
Description: An examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture. (Letter grade only.)

**ADJ-3**
**Concepts of Criminal Law** **3 Units**
(C-ID:AJ 120)
UC, CSU
*Prerequisite: None*
Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture. (Letter grade only.)

**ADJ-4**
**Legal Aspects of Evidence** **3 Units**
(C-ID:AJ 124)
CSU
*Prerequisite: None*
Description: Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture. (Letter grade only.)

**ADJ-5**
**Community Relations** **3 Units**
(C-ID:AJ 160)
UC, CSU
*Prerequisite: None*
Description: Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture. (Letter grade only.)

**ADJ-6**
**Patrol Procedures** **3 Units**
CSU
*Prerequisite: None*
Description: Responsibilities, techniques and methods of police patrol. 54 hours lecture. (Letter grade only.)

**ADJ-8**
**Juvenile Law and Procedures** **3 Units**
(C-ID:AJ 220)
UC, CSU
*Prerequisite: None*
Description: The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture. (Letter grade only.)

**ADJ-9**
**Law In American Society** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture. (Letter grade only.)

**ADJ-9H**
**Honors Law In American Society** **3 Units**
CSU
*Prerequisite: None*
Description: Honors course general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: adult criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. This Honors course offers an enriched experience for accelerated students through limited class, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ADJ-9 and ADJ-9H. 54 hours lecture. (Letter grade only.)

**ADJ-12**
**Introduction to Criminalistics** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the role of criminalistics in criminal investigations. The methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, trace evidence, biological evidence, weapons and firearms, questioned documents, and controlled substances. The categories of direct evidence, circumstantial evidence, physical evidence, testimonial evidence, and exculpatory evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 12 hours laboratory. (Letter grade only.)

**ADJ-13**
**Criminal Investigation** **3 Units**
(C-ID: AJ 140)
CSU
*Prerequisite: None*
Description: Fundamentals of investigation, crime scene searches and documentation, collection and preservation of physical and testimonial evidence, forensic evidence analysis, modus operandi, sources of information, interviews and interrogations, follow-up and case preparation. 54 hours lecture. (Letter grade only.)

**ADJ-14**
**Advanced Criminal Investigation** **3 Units**
CSU
*Prerequisite: ADJ-13*
Description: Advanced training and skill development in crime scene investigation and in the recording, collection, and preservation of physical and testimonial evidence. Focus in on the understanding and working knowledge of fingerprints, ballistics firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 12 hours laboratory. (Letter grade only.)

**ADJ-19**
**Introduction to Policing** **3 Units**
UC, CSU
*Prerequisite: None*
Description: The history and development of American policing structures, including an overview of the different eras of policing and its evolution. An examination of community expectations of law enforcement and law enforcement professional expectations. An introduction to chain of command and the structure of police agencies, including recruitment and hiring practices. An analysis of the culture and training within law enforcement agencies, including a factual and research-based analysis of use of force issues. Discussion of successes and challenges within modern policing, including controversial topics within policing. Discussion of community oriented policing strategies, crime analysis, and future needs and evolutions of policing. 54 hours lecture. (Letter grade only.)

**ADJ-20**
**Introduction to Corrections** **3 Units**
(C-ID: ADJ 200)
UC, CSU
*Prerequisite: None*
Description: An overview of the history of adult and juvenile correctional systems in the United States, including historical trends and the eras of correctional philosophy. This course is an analysis of the operation of correctional facilities, including jails, prisons, juvenile facilities, community corrections systems, and custodial facilities run by local, state, and federal jurisdictions. An introduction and overview of corrections-specific statutes, policies, and procedures and civil rights within American corrections. The course also provides an introduction and analysis of current institutions of corrections, modern policies and successes and challenges of correctional agencies, along with current and future needs within the system. 54 hours lecture. (Letter grade only.)

**ADJ-24**
**Interviewing & Interrogation** **3 Units**
CSU
*Prerequisite: None*
Description: The history and development of interviewing and interrogation methodologies within the criminal justice system. An introduction to proper and legal interviewing strategies and techniques to obtain information from witnesses, victims, and suspects. Legal aspects of ethically and legally obtained information, admissions, statements, and confessions and admissibility of confessions. Discussion and instruction on verbal and non-verbal communication interviewing and interrogative strategies. 54 hours lecture. (Letter grade only.)

**ADJ-27**
**Forensic & Crime Scene Photography** **3 Units**
CSU
*Prerequisite: None*
Description: The theory and practice of forensic and crime scene photography, with a specific focus upon the proficiency and development of technical photography skills in legal and field environments. Students will obtain an introduction to the basic principles of photography and significant academic and technical exposure and skill-building in forensic photography, with a focus upon photographic documentation of forensic environments, including crime scene photography, injury documentation, traffic collision and property damage, evidence photography, forensic light source photography, low light/nighttime scene photography, specialized crime scene photography, and proper and lawful photographic evidence collection. A comprehensive review of academic legal knowledge regarding the rules of evidence and crime scene investigation techniques as it relates to crime scene photography. 36 hours lecture and 54 hours laboratory. (Same as PHO 27) (Letter grade only.)

**ADJ-31**
**Cybercrime & Digital Forensics** **3 Units**
CSU
*Prerequisite: None*
Description: Discussion and analysis of the applications of criminal behavior in online environments, including an analysis of the topics of hacking, digital piracy, online economic crimes, digital sex crimes, online harassment, cyber terror, and social media crimes. An examination of criminological theories related to cybercrime. An introduction to the evolution of digital forensics and key technological concepts for cybercrime investigators. An introduction and evaluation of antiforensic measures. An introduction to digital investigations and digital evidence, including identifying, collecting, documenting, and preserving digital evidence. An introduction to examinations of digital forensic evidence, including the use of digital forensic tools, both hardware and software. Discussion and evaluation of specialized investigative needs, including internet, email, and network forensics and mobile device forensics. An in-depth analysis of the legal considerations of cybercrime and digital investigations. An introduction to basic concepts of wellness for cybercrime professionals. 54 hours lecture and 12 hours lab. (Letter grade only.)

**ADJ-200**
**Administration of Justice Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Advisory: Students shouldhave paid of voluntary employment*
Description: Work Experience is designed to coordinate a student's on-the-job experience within the Administration of Justice professional field and their academic progression within the Administration of Justice program. This professional experience, which may be full- or part-time employment or internship/ externship experience, provides students with valuable industry skills, technical knowledge, standards, and experiences that contribute to both student employability and student-centered community involvement and economic impact.

Students may earn up to four (4) units per semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60/75 requirement, may be applied toward the work requirement. The course consists of 60 hours of volunteer work experience per unit with a maximum of 240 hours for 4 units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 hours for 4 units per semester. (Letter grade only.)

## ANATOMY AND PHYSIOLOGY

**ANATOMY COURSES HAVE BEEN CHANGED. SEE BIOLOGY.**

## ANTHROPOLOGY

**ANT-1**
**Physical Anthropology** **3 Units**
(C-ID:ANTH 110)
UC, CSU
*Prerequisite: None*
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture. (Letter grade only.)

**ANT-1H**
**Honors Physical Anthropology** **3 Units**
(C-ID:ANTH 110)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the RCCD Honors Program*
Description: This honors course offers an enriched introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT 1 and ANT 1H. 54 hours lecture. (Letter grade only.)

**ANT-1L**
**Physical Anthropology Laboratory** **1 Unit**
(C-ID: ANTH 115L)
UC, CSU
*Prerequisite: None*
*Corequisite: ANT-1 or 1H*
Description: Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory. (Letter grade only.)

**ANT-2**
**Cultural Anthropology** **3 Units**
(C-ID:ANTH 120)
UC, CSU
*Prerequisite: None*
Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture. (Letter grade only.)

**ANT-2H**
**Honors Cultural Anthropology** **3 Units**
(C-ID:ANTH 120)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 54 hours lecture. (Letter grade only.)

**ANT-3**
**Prehistoric Cultures** **3 Units**
UC, CSU
*Prerequisite: None*
Description: The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture (Letter grade only.).

**ANT-4**
**Native American Cultures** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture. (Letter grade only.)

**ANT-5**
**Cultures of Ancient Mexico** **3 Units**
UC, CSU
*Prerequisite: None*
Description: The development of civilization in ancient Mexico, integrating evidence from archaeology and the prehispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture. (Letter grade only.)

**ANT-6**
**Introduction to Archaeology** **3 Units**
(C-ID: ANTH 150)
UC, CSU
*Prerequisite: None*
Description: An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture. (Letter grade only.)

**ANT-7**
**Anthropology of Religion** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture. (Letter grade only.)

**ANT-8**
**Language and Culture** **3 Units**
(C-ID:ANTH 130)
UC, CSU
*Prerequisite: None*
Description: An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ANT-10**
**Forensic Anthropology** **3 Units**
UC, CSU
*Prerequisite: None*
Description: The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture. (Letter grade only.)

**ANT-16**
**Field Methods in Archaeology** **3 Units**
UC, CSU
*Prerequisite: ANT-6*
Description: Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Letter grade or Pass/No Pass option.)

## ARCHITECTURE

**ARE-24**
**Revit I-Architectural Drafting**
**(Same as DFT-24)** **3 Units**
UC, CSU
*Prerequisite: DFT/ENE-21 and DFT/ENE-30*
Description: Introduction to methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, notation, materials symbols, drawing format and general practice. Using Computer-Aided Drafting (CAD) and Building Information Modeling (BIM-Revit I), this course will focus on the drawing of a set of plans to include a plot plan, foundation plan, floor plan(s), sections, exterior and interior elevations, electrical plan and basic structural details. Sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory. (Letter grade or Pass/No Pass option.)

**ARE-25**
**Revit II-Advanced Architectural Drafting** **3 Units**
UC, CSU
*Prerequisite: ARE-24*
Description: This course is designed for advanced study of architectural detailing and construction methods, including the preparation of working drawings. Other topics include the development of construction documents, study of the Uniform Building Code, and practice from site selection to completion using advanced Computer Aided Design tools (CAD-Revit II). A completed portfolio is a requirement of the course. 27 hours lecture and 90 hours laboratory. (Letter grade or Pass/No Pass option.)

**ARE-35**
**History of Architecture-Beginnings through Gothic** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An examination of Western architecture form and design from antiquity through the Gothic period. Architectural monuments of the Western world will be analyzed and interpreted in terms of religious, social, and political context. Particular emphasis is given to process and sources of design, types and purposes of buildings as well as architecture and art in the built environment by considering the source and meaning of beauty. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ARE-36**
**History of Architecture: Renaissance to Modern** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of the major movements in the form, theory and design of Western architecture and art from the Renaissance through the 20th century will be studied analyzed and interpreted in terms of religious social and political context. Particular emphasis will be placed on a comparative study of architectural monuments and architects, the sources of design, meaning of beauty, and conditions that influence the Western architectural traditions. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ARE-37**
**Architectural Design I** **3 Units**
UC, CSU
*Prerequisite: None*
Description: This course is an introduction into the use of determining factors, which revolve around the design of mankind's physical and visual environment. Emphasis is placed on two- and three-dimensional representation dealing with design composition, spatial relationships and the use of various media for graphic communication. 27 hours lecture and 90 hours laboratory. (Letter grade or Pass/No Pass option.)

**ARE-63**
**3D Tour, Virtual, Mixed, Augmented and Extended Reality** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ARE-24 or CON-62 or ARE-62*
Description: Introduces concepts of Building Information Modeling (BIM), virtual reality (VR), augmented reality (AR), mixed reality (MR) and extended reality (XR) technologies, to build basic 3D models, scan objects, 360 degree space photography, design and edit 3D tours from various spaces inside and outside buildings as a tool for visual communication, prepare virtual field trip, walkthrough and fly for presentation, and show existing spaces using, scanner, camera, drone, current 3D and BIM software to architects, contractors, realtors, clients, or game developers. 27 hours lecture and 90 hours laboratory. (Letter grade or Pass/No Pass option)

**ARE-200**
**Architecture Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# ART

**ART-6**
**Art Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as AHS-6) (Letter grade or Pass/No Pass option.)

**ART-6H**
**Honors Art Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Limitation on enrollment: Enrollment in the Honors Program
Description: An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills.

Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as AHS-6H) (Letter grade or Pass/No Pass option.)

**ART-17**
**Beginning Drawing** **3 Units**
(C-ID:ARTS 110)
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-18**
**Intermediate Drawing** **3 Units**
(C-ID:ARTS 205)
UC, CSU
*Prerequisite: ART-17*
Description: Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-20**
**Beginning Sculpture** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster, will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.) (Materials fee: $15.00)

**ART-22**
**Basic Design** **3 Units**
(C-ID:ARTS 100)
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamentals of two-dimensional design. The organization of visual elements according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill, and presentation. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-23**
**Color Theory and Design** **3 Units**
(C-ID:ARTS 270)
UC, CSU
*Prerequisite: ART-22 or ART-17*
Description: The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design. ART-19 and ART-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**
(C-ID:ARTS 101)
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory.(Letter grade or Pass/No Pass option.) (Materials fee: $15.00)

**ART-25A**
**Watercolor - Beginning** **3 Units**
UC, CSU
*Prerequisite: ART-17*
Description: Fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-25B**
**Watercolor - Intermediate College:** **3 Units**
*Prerequisite: ART-25A*
Description: Intermediate-level painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-26**
**Beginning Painting** **3 Units**
(C-ID:ARTS 210)
UC, CSU
*Prerequisite: ART-17*
Description: An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. 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 ART-26*
Description: Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual, compositional, and creative skills. Students pay for their own materials. 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*
Description: Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. ART-28A and 48A 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**
(C-ID: ARTS 250)
UC, CSU
*Prerequisite: None*
Description: Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-36B**
**Computer Art - Intermediate** **3 Units**
UC, CSU
*Prerequisite: ART-36A*
Description: Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-39**
**Design and Graphics** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ART-17 or ART-22 or ART-35A*
Description: Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design, type and lettering creation and techniques, corporate imagery, and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

**ART-40A**
**Figure Drawing-Introduction** **3 Units**
(C-ID:ARTS 200)
UC, CSU
*Prerequisite: ART-17*
Description: Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A and 40B 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*
Description: Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A and 40B 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 ART-40A and ART-17*
Description: Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter grade or Pass/No Pass option.)

**ART-48A**
**Studio Drawing-Portfolio Preparation** **3 Units**
UC, CSU
*Prerequisite: ART-18*
Description: Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-28A and 48A 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-200** **1-4 Units**
**Art Work Experience**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass.)

# ART HISTORY

**AHS-1**
**History of Western Art: Prehistoric, Ancient, and Medieval** **3 Units**
(C-ID:ARTH 110)
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Formerly ART-1) (Letter grade or Pass/No Pass option.)

**AHS-2**
**History of Western Art: Renaissance through Contemporary** **3 Units**
(C-ID:ARTH 120)
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both AHS-2 and AHS-2H. 54 hours lecture. (Formerly ART-2) (Letter grade or Pass/No Pass option.)

**AHS-2H**
**Honors Art History of Western Art: Renaissance through Contemporary** **3 Units**
(C-ID:ARTH 120)
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through Contemporary art. Students may not receive credit for both AHS-2 and AHS-2H. 54 hours lecture. (Formerly ART-2H) (Letter grade or Pass/No Pass option.)

**AHS-4**
**Introduction to Visual Culture** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-50 or ENG-80 or qualification for ENG 1A.*
Description: A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, video games, and in other digital media. 54 hours lecture. ((Formerly ART-4) (Letter grade or Pass/No Pass option.)

**AHS-5**
**Arts of Africa, Oceania, and Indigenous North America** **3 Units**
UC, CSU
*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 Indigenous North America, Oceania, and Africa. 54 hours lecture. (Formerly ART-5) (Letter grade or Pass/No Pass option.)

**AHS-6**
**Art Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both AHS-6 and AHS-6H. 54 hours lecture. (Same as ART-6) (Letter grade or Pass/No Pass option.)

**AHS-6H**
**Honors Art Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both AHS-6 and AHS-6H. 54 hours lecture. (Same as ART-6H) (Letter grade or Pass/No Pass option.)

**AHS-7**
**Women Artists in History** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Formerly ART-7) (Letter grade or Pass/No Pass option.)

**AHS-8**
**Art History of the Photographic Image** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Survey of the history of still photography from the discipline's inception to the present digital age. Explores the medium of photography as a form of visual communication in historical, socio-political, and cultural contexts. Topics include the evolution of photographic images, process, delivery, and meaning. Students develop visual literacy through verbal and written analyses. 54 hours lecture. (Formerly ART-91) (Letter grade or Pass/No Pass option)

**AHS-9**
**African Art History** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics, and textiles will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Formerly ART-9) (Letter grade or Pass/No Pass option.)

**AHS-10**
**Modern and Contemporary Art History** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of the development and history of modern art with emphasis on its major movements, leading artists, and contemporary trends. Painting, sculpture, and architecture will be discussed in terms of their historical, social, and political context. Beginning with mid-19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Formerly ART-10) (Letter grade or Pass/No Pass option.)

**AHS-11**
**Visual Description: Writing About Art 3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: An introduction to the fundamentals of writing about visual things, particularly works of art, through an exploration of analyses typically used by art historians, art critics, and artists, themselves. May include but not limited to visually descriptive and analytical art writing, compiling annotated art bibliographies with traditional and online resources, crafting an artist's statement, defining research topics in the arts, and writing project or grant proposals. 54 hours lecture. (Formerly ART-92) (Letter grade or Pass/No Pass option)

**AHS-12**
**Asian Art History 3 Units**
(C-ID:ARTH 130)
UC, CSU
*Prerequisite: None*
Description: A survey of the history of Asian art from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting, and the minor arts. 54 hours lecture. (Formerly ART-12) (Letter grade or Pass/No Pass option.)

**AHS-13**
**Pre-Columbian Art History 3 Units**
(C-ID:ARTH 145)
UC, CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Formerly ART-13) (Letter grade or Pass/No Pass option.)

**AHS-14**
**Latin American Art: Colonial to the Present 3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Formerly ART-14) (Letter grade or Pass/No Pass option.)

# BIOLOGY

**BIO-1**
**General Biology 4 Units**
UC, CSU
*Prerequisite: None*
Description: Introductory course designed for non-science majors that offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-1H**
**Honors General Biology 4 Units**
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors program*
Description: The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-3**
**Field Botany 4 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to the classification of native and introduced plants with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-4**
**Human Biology 4 Units**
UC, CSU
*Prerequisite: None*
Description: A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-5**
**General Botany 4 Units**
(C-ID:AG-PS 104)
UC, CSU
*Prerequisite: None*
Description: Introduction to the plant sciences with principal emphasis on the structures, functions and ecology of common members of each of the major plant divisions. Designed for nonmajors and majors in health science, forestry, agriculture, environmental science, landscape design, horticulture and general nature studies. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-7**
**Marine Biology** **4 Units**
UC, CSU
*Prerequisite: None*
Description: An ecological study of the marine environment. Emphasis will be placed on the local marine algae, plants, and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-8**
**Principles of Ecology** **4 Units**
UC, CSU
*Prerequisite: None*
Description: Ecology is the study of the interactions between organisms and their environment. Basic principles include evolution and natural selection, climate and other abiotic factors, population growth and genetics, community interactions, species diversity, biogeography, and biome recognition. Human impacts on the above will also be discussed. This course requires field trips. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-10**
**Life Science Principles** **3 Units**
UC, CSU
*Prerequisite: None*
Description: For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1 or 1H. 54 hours lecture. (Letter grade only.)

**BIO-16**
**Human Reproduction and Sexual Behavior** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, sexually transmitted disease, sex education, and sexual intercourse and response. 54 hours lecture. (Letter grade only.)

**BIO-18**
**Human Genetics** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: High school biology or any college life science course with laboratory.*
Description: A general education course for non-biology majors and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture. (Letter grade only.)

**BIO-19**
**Environmental Science** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A study of humans in relation to the environment that emphasizes population ecology, nutrient cycles and energy flow, pollution, food production, and conservation of natural resources. 54 hours lecture. (Letter grade only.)

**BIO-21**
**California Naturalist**
UC, CSU **3 Units**
*Prerequisite: None*
Description: Introduction to California's unique ecology and stewardship of California's natural communities with certification as a California Naturalist and training in Project Learning Tree. The UC ANR California Naturalist program uses a science curriculum, hands-on learning, problem-solving, citizen science, and community service to encourage engagement with nature and conservation of local resources. 36 hours lecture 54 hours laboratory. (Letter grade only.)

**BIO-35**
**Health Science**
**(Same as HES-1)** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Letter grade only.)

**BIO-45**
**Survey of Human Anatomy and Physiology** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues, and discussion of each of the human systems. 54 hours lecture. (Letter grade only.)

**BIO-50A**
**Anatomy and Physiology I** **4 Units**
(C-ID: BIOL 115S = BIO-50A+BIO-50B)
UC, CSU
*Prerequisite: BIO-1 or BIO-1H or BIO-4 or BIO-55 or BIO-60 or BIO-60H*
Description: First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**BIO-50B**
**Anatomy and Physiology II** **4 Units**
(C-ID: BIOL 115S = BIO-50A+BIO-50B)
UC, CSU
*Prerequisite: BIO-50A*
Description: 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. (Letter grade only.)

**BIO-55**
**Microbiology** **4 Units**
UC, CSU
*Prerequisite: CHE-2A or CHE-2B or CHE-3, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H*
Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-60**
**Introduction to Molecular and Cellular Biology** **5 Units**
(C-ID: BIOL 190) (C-ID BIOL 135S = BIO-60+BIO-61)
UC, CSU
*Prerequisite: CHE-1A or CHE-1AH*
*Advisory: MAT-35, ENG-50, ENG-80 or qualifying placement level*
Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory. (Letter grade only.)

**BIO-61**
**Introduction to Organismal and Population Biology** **5 Units**
(C-ID: BIOL 140) (C-ID BIOL 135S = BIO-60+BIO-61)
UC, CSU
*Prerequisite: BIO-60 or BIO-60H*
Description: An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course along with Biology 60 is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter grade only.)

# BUSINESS ADMINISTRATION

**BUS-10**
**Introduction to Business** **3 Units**
(C-ID:BUS 110)
UC, CSU
*Prerequisite: None*
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter grade only.)

**BUS-10H**
**Honors Introduction to Business** **3 Units**
(C-ID: BUS 110)
UC, CSU
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles and current practices in the major areas of business activity with an integrated global perspective. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both BUS-10 and BUS-10H. 54 hours lecture. (Letter grade only.)

**BUS-12**
**Opportunity Analysis for Entrepreneurs** **2 Units**
CSU
*Prerequisite: None*
Description: This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. 36 hours lecture. (Letter grade only.)

**BUS-13**
**Developing a Successful Business Plan/Model** **2 Units**
CSU
*Prerequisite: None*
Description: This course provides a systematic process for developing a business plan or model. It establishes a clear road map for clarifying a vision for a business and the strategic, tactical, and operational plans and/or model to move ideas into action. Students further along in the planning and research process will work through the major components of writing a business plan and/or model and emerge with a completed draft of a business plan/model. 36 hours lecture. (Letter grade only.)

**BUS-14**
**Social Media and Online Digital Media Promotions for Entrepreneurs** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to social media and online digital promotional tools used to help promote entrepreneurs with their online presence and to successfully establish their brands. 54 hours lecture. (Letter grade only.)

**BUS-18A**
**Business Law I** **3 Units**
(C-ID:BUS 125)
UC, CSU
*Prerequisite: None*
Description: Covers the fundamental legal principles pertaining to business transactions. Provides and overview of an introduction to the legal process and dispute resolution. Coverage of federal and state court systems and a comprehensive study of contracts under the common law and the Uniform Commercial Code. Additional coverage includes include sources of law, business ethics, constitutional law, tort law, agency, business organizations, and criminal law as applied to business. 54 hours lecture. (Letter grade only.)

**BUS-18B**
**Business Law II** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An overview of the special applications of law in business as it pertains to commercial paper, creditors' rights, secured transactions, agency and employment, partnerships, corporations, personal and real property, and governmental regulation of business. Students will analyze laws and rules, then apply appropriate concepts to factual scenarios. 54 hours lecture. (Letter grade only.)

**BUS-20**
**Business Mathematics** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business stats payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture. (Letter grade only.)

**BUS-22**
**Management Communications** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CAT-30*
Description: Examines the dynamics of organizational communication relevant in current business environment. Focus is on composition and delivery of appropriate methods of communication in various business situations as a manager, including business documents, presentations, and job interviews. Practical experience is attained in verbal/non-verbal and written communication skills that fosters growth and advancement in business opportunities. Best suited for those aspiring to advance their careers by being prepared to be potential managers and leaders. 54 hours lecture. (Letter grade only.)

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

**BUS-30**
**Entrepreneurship: Foundations and Fundamentals** **3 Units**
CSU
*Prerequisite: None*
Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 54 hours lecture. (Letter grade or Pass/No Pass option)

**BUS-31**
**Financing Your Business** **2 Units**
CSU
*Prerequisite: None*
Description: The importance and impact of funding sources for entrepreneurial ventures. Topics include reviewing the impact of venture capital, identifying funding sources, raising money, and writing funding agreements and proposals. 36 hours lecture. (Letter grade only.)

**BUS-33**
**Business Structure and Legal Issues** **2 Units**
CSU
*Prerequisite: None*
Description: This course examines the primary forms of business structures, such as sole proprietorship, partnership, and corporation, and the legal elements needed to comply with regulations and guidelines of various governmental agencies. The course will help entrepreneurs recognize the legal issues before they become problems, select legal representation, and manage and grow businesses more effectively within the law. 36 hours lecture. (Letter grade only.)

**BUS-47**
**Applied Business and Management Ethics (Same as MAG-47)** **3 Units**
CSU
*Prerequisite: None*
Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter grade or Pass/No Pass option.)

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

**BUS-82**
**Freight Claims** **1.5 Units**
CSU
*Prerequisite: None*
Description: A study of loss avoidance and mitigation in transit and of the preparation, filing, and resolution. 27 hours lecture. (Letter grade or Pass/No Pass option.)

**BUS-83**
**Contracts** **1.5 Units**
CSU
*Prerequisite: None*
Description: A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehouses and other logistics service providers. 27 hours lecture. (Letter grade or Pass/No Pass option.)

**BUS-85**
**Warehouse Management** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to an integrated logistics approach to warehouse management. Includes the role of warehousing within the supply chain, performance metrics, applicable leadership basics, how to interact with other logistics managers to optimize overall activity, as well as principles of warehouse location, design, layout, operating functions, and customer service. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**BUS-86**
**Transportation and Traffic Management** **3 Units**
CSU
*Prerequisite: None*
Description: A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing, and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**BUS-87**
**Purchasing and Supply Management** **3 Units**
CSU
*Prerequisite: None*
Description: Study of the purchasing and supply manager's responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations needs to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**BUS-90**
**International Logistics** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**BUS-200**
**Business Administration Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.(Letter grade or Pass/No Pass option.)

# CARPENTRY

*** COURSES COMING SOON***

# CHEMISTRY

**CHE-1A**
**General Chemistry, I** **5 Units**
(C-ID: CHEM 110) (C-ID: CHEM 120S = CHE-1A + CHE-1B)
UC, CSU
*Prerequisite: CHE-2A or CHE-3 and MAT-35*
Description: An exploration of simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter grade or Pass/No Pass option.)

**CHE-1B**
**General Chemistry, II** **5 Units**
(C-ID: CHEM 120S = CHE-1A + CHE-1B)
UC, CSU
*Prerequisite: CHE-1A or CHE-1AH*
Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter grade or Pass/No Pass option.)

**CHE-2A**
**Introductory Chemistry, I** **4 Units**
UC, CSU
*Prerequisite: MAT-52*
Description: Introduction to the nature of chemicals, their properties, chemical bonding, reactions, and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**CHE-2B**
**Introductory Chemistry, II** **4 Units**
UC, CSU
*Prerequisite: CHE-2A or CHE-3*
Description: Introduction to organic and biochemistry including: (1) structure, nomenclature, and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids, and (3) enzyme activity and inhibition. Meets the chemistry requirements for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**CHE-3**
**Fundamentals of Chemistry** **4 Units**
UC, CSU
*Prerequisite: MAT-52*
Description: A systematic presentation of the chemical, mathematical, and laboratory skills underlying Chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory.(Letter grade or Pass/No Pass option.)

**CHE-10**
**Chemistry for Everyone** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological, and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at biogeochemical cycles and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**CHE-12A**
**Organic Chemistry I** **5 Units**
(C-ID: CHEM 160S = CHE-12A + CHE-12B)
UC, CSU
*Prerequisite: CHE-1B or CHE-1BH*
Description: A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours laboratory. (Letter grade or Pass/No Pass option.)

**CHE-12B**
**Organic Chemistry, II** **5 Units**
(C-ID: CHEM 160S = CHE-12A + CHE-12B)
UC, CSU
*Prerequisite: CHE-12A*
Description: Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory. (Letter grade or Pass/No Pass option.)

## CHINESE

**CHI-1**
**Chinese 1** **5 Units**
UC, CSU
*Prerequisite: None*
Description: Develops basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Mandarin Chinese at the beginning level. Includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CHI-2**
**Chinese 2** **5 Units**
UC, CSU
*Prerequisite: CHI-1*
Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Mandarin Chinese at the beginning level. This course includes an expanded discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.(TBA option) (Letter grade or Pass/No Pass option.)

**CHI-11**
**Chinese Culture and Civilization** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to China's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter grade or Pass/No Pass option.)

## COMMUNICATION STUDIES

**COM-1**
**Public Speaking** **3 Units**
(C-ID:COMM 110)
UC, CSU
*Prerequisite: None*
Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-1H**
**Honors Public Speaking** **3 Units**
(C-ID:COMM 110)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-2**
**Introduction to Persuasion** **3 Units**
(C-ID:COMM 190)
UC, CSU
*Prerequisite: None*
Description: An examination of historical and contemporary approaches to persuasive messages throughout time. A focus on theoretical perspectives involving persuasion including Aristotelian and Ciceronian Canons of Rhetoric and strategies on construction, delivery and critical analysis of persuasive messages. 54 hours lecture. (Letter grade only.)

**COM-3**
**Argumentation and Debate** **3 Units**
(C-ID:COMM 120)
UC, CSU
*Prerequisite: None*
Description: An examination of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, refutation/rebuttals, cross-examination, utilization of sound reasoning, fallacies in reasoning, and the importance of ethical behavior in debate. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-6**
**Dynamics of Small Group Communication** **3 Units**
(C-ID:COMM 140)
UC, CSU
*Prerequisite: None*
Description: Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision-making, and leadership. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-7**
**Oral Interpretation of Literature** **3 Units**
(C-ID:COMM 170)
UC, CSU
*Prerequisite: None*
Description: Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-9**
**Interpersonal Communication** **3 Units**
(C-ID:COMM 130)
UC, CSU
*Prerequisite: None*
Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-9H**
**Honors Interpersonal Communication** **3 Units**
(C-ID:COMM 130)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-11**
**Storytelling** **3 Units**
CSU
*Prerequisite: None*
Description: A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-12**
**Intercultural Communication** **3 Units**
(C-ID:COMM 150)
UC, CSU
*Prerequisite: None*
Description: Introduction to the factors affecting intercultural communication focusing on culture, language, and social patterns and their influence on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures and appreciation and comparison of communication among diverse groups within the larger context of American culture are explored with an emphasis on self-evaluation and skill development. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**COM-13**
**Gender and Communication** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Examines how communication is used to understand and create gender within the spectrum of masculinity and femininity. Theoretical approaches are discussed to heighten awareness of the importance of communication as a variable in the development of this communication construct. Gender communication issues are addressed with an emphasis on biological sex, society, media, education, culture, verbal, nonverbal communication and conflict in various contexts. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**COM-20**
**Introduction to Communication Theory** **3 Units**
(C-ID:COMM 180)
UC, CSU
*Prerequisite: None*
Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter grade or Pass/No Pass option.)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

**CAT-1A**
**Business Etiquette** **1 Unit**
CSU
*Prerequisite: None*
Description: Practical human relations skills with a primary emphasis on soft skills and expected workplace behaviors. Includes the essentials of appropriate and professional business communications and protocols using email, text, phone, portable devices, video and teleconferencing, and social media in the workplace. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**CAT-3**
**Computer Applications for Business** **3 Units**
**(Same as CIS-3)**
CSU
*Prerequisite: None*
Description: Introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-31**
**Business Communication Fundamentals** **3 Units**
(C-ID: BSOT 126 X)
CSU
*Prerequisite: None*
*Advisory: CAT-30*
Description: Essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication by providing practical applications. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, email, and workplace communication while developing critical thinking skills. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional level reports. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**CAT-51**
**Intermediate Keyboarding/Document Formatting** **3 Units**
(C-ID: BSOT 120 X)
CSU
*Prerequisite: None*
*Advisory: CAT-50*
Description: Mastery of professional keyboarding skills and document production. Emphasis is placed on increasing speed, improving accuracy, developing and applying formatting skills and document production techniques using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-78A**
**Introduction to Adobe Photoshop** **3 Units**
**(Same as CIS-78A)**
CSU
*Prerequisite: None*
Description: Introduction to Adobe Photoshop including mastery of digital image editing, selections, photo correction, image improvement, and vector drawing. Additional instruction in these skills: type manipulation, special effects, color correction, and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CAT-79**
**Introduction to Adobe Illustrator** **3 Units**
**(Same as CIS-79)**
CSU
*Prerequisite: None*
Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-80**
**Word Processing: Microsoft Word for Windows** **3 Units**
**(Same as CIS-80)**
(C-ID: BSOT 111 X) (C-ID: BSOT 121 X) (C-ID: BSOT 131 X)
CSU
*Prerequisite: None*
*Advisory: CAT-51*
Description: This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade only.)

**CAT-90**
**Microsoft Outlook** **3 Units**
**(Same as CIS-90)**
(C-ID: BSOT 106 X)
CSU
*Prerequisite: None*
Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-93**
**Computers for Beginners** **3 Units**
**(Same as CIS-93)**
CSU
*Prerequisite: None*
Description: This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-98A**
**Introduction to Excel** **1.5 Units**
**(Same as CIS-98A)**
(C-ID: BSOT 112 X))
CSU
*Prerequisite: None*
Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-98B**
**Advanced Excel**
**(Same as CIS-98B)** **1.5 Units**
CSU
*Prerequisite: CAT/CIS-98A*
Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CAT-200**
**Computer Applications and Office Technology**
**Work Experience** **1-4 units**
CSU
*Prerequisite: None*
*Advisory: Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## INTRODUCTION TO COMPUTER INFORMATION

**CIS-1A**
**Introduction to Computer Information Systems** **3 Units**
(C-ID:ITIS 120)
UC, CSU
*Prerequisite: None*
Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CIS-2**
**Fundamentals of Systems Analysis** **3 Units**
**(Same as CSC-2)**
CSU
*Prerequisite: None*
Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter grade or Pass/No Pass option.)

**CIS-3**
**Computer Applications for Business** **3 Units**
**(Same as CAT-3)**
CSU
*Prerequisite: None*
Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-5**
**Programming Concepts and Methodology I: C++** **4 Units**
**(Same as CSC-5)**
(C-ID:COMP 122)
UC, CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**CIS-7**
**Discrete Structures** **3 Units**
**(Same as CSC-7)**
(C-ID:COMP 152)
UC, CSU
*Prerequisite: CIS/CSC-5*
Description: This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory (TBA option). (Letter grade only.)

**CIS-11**
**Computer Architecture and Organization: Assembly (Same as CSC-11)** **3 Units**
(C-ID:COMP 142)
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-5*
Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter grade only.)

**CIS-12**
**PHP Dynamic Web Site Programming (Same as CSC-12)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A*
Description: Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab) (Letter grade or Pass/No Pass option.)

**CIS-17A**
**Programming Concepts and Methodology II: C++ (Same as CSC-17A)** **3 Units**
(C-ID:COMP 132)
UC, CSU
*Prerequisite: CIS/CSC-5*
Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CIS-17B**
**C++ Programming: Advanced Objects (Same as CSC-17B)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-17A*
Description: This is an advanced C++ programming course for students familiar with object-oriented programming that implements basic graphical user interfaces. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-17C**
**C++ Programming: Data Structures (Same as CSC-17C)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-17A*
Description: This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-18A**
**Java Programming: Objects (Same as CSC-18A)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-5*
Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object- oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-18B**
**Java Programming: Advanced Objects** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-18A*
Description: This is an advanced Java programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-18C**
**Java Programming: Data Structures** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-18A*
Description: This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles, and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter grade or Pass/No Pass option.)

**CIS-21**
**Introduction to Operating Systems** **3 Units**
CSU
*Prerequisite: CIS-1A*
Description: An introduction to operating system concepts, structure, functions, performance, and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-30A**
**Introduction to Python Programming** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-1A, CIS-5*
Description: Combined features of Python are suitable for program development. Practical applications of Python may be found in the prominent fields of many different sciences field. Introduces the beginner or curious programmer to Python and basic programming concepts through a series of practical hands-on exercises following concept lecture and discussions. Provides an overview of the history and use of Python in scripting, web and software development and security. Emphasizes principles of software development, style, and testing. Focuses on programming and problem solving using Python programming language. 48 hours lecture and 27 hours lab. (Letter grade only.)

**CIS-30B**
**Python Programming in Networking** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-1A, CIS-5, CIS-40A*
Description: Emphasis on the use of Python programming in network administration, such as device configuration, establish communication secure services, analysis and automation. Entails writing scripts, using threads and handle exceptions to streamline network tasks, control network resources, debugging and monitor network communications using Python programming language. Implements Python programming language and development techniques in network administration. 48 hours lecture and 32 hours lab. (Letter grade only.)

**CIS-30C**
**Python Programming in Cybersecurity** **3 Units**
CSU
*Prerequisite: CIS-27, CIS-30A*
*Advisory: CIS-1A, CIS-27A, CIS-27B, CIS-40A*
Description: Programming concepts for security assessment and system investigation using Python programming language. Overviews scripting techniques for security tasks, penetration testing and digital forensics investigation using the Python programming language. Write custom tools, developing basic software exploits for ethical hacking and risk assessment purposes. Build programs for web assessment to improve web application and data security. 48 hours lecture and 32 hours lab. (Letter grade only.)

**CIS-30D**
**Python Programming for Internet of Things (IoT)** **3 Units**
CSU
*Prerequisite: CIS-30A*
*Advisory: CIS-1A, CIS-5*
Description: Use Python and MicroPython to write programs in embedded systems and micro-controllers, such as digital and analog inputs/outputs instructions, controlling electrical components and sensors, establish communication with web-based servers and cloud storage. Overviews the use of Python in device interaction and building Internet of Things (IoT) data analytics. Incorporates programming in building automation on micro-boards and embedded systems. 48 hours lecture and 32 hours lab. (Letter grade only.)

**CIS-30E**
**Advanced Python Programming** **3 Units**
CSU
*Prerequisite: CIS-30A*
*Advisory: CIS-1A, CIS-5*
Description: Apply the principles of Python programming to import and manipulate data sets. Design scalable programs with application scaffolding. Explore abstract methods to maintain data consistency, clone objects using the prototype pattern, use the adapter pattern to make incompatible interfaces compatible and employ the strategy pattern to dynamically choose an algorithm. Build high-performance applications and learn about single core and multi-core programming, distributed concurrency, and Python design patterns. 48 hours lecture and 32 hours lab. (Letter grade only.)

**CIS-44**
**Portfolio Production** **2 Units**
CSU
*Prerequisite: None*
Description: Creative organization and presentation of a body of work exhibiting portfolio-quality aptitude. Covers all aspects of creation and presentation of a professional portfolio for students of multimedia majors such as 3D modeling, animation, game design, game programming, mobile applications development and graphic design. Students will edit existing work to emphasize individual strengths and areas of specialization. Compilation of a professional resume and mock interviews will be completed by each student. 18 hours lecture and 54 hours laboratory. (Letter grade only.)

**CIS-59**
**Typography and Graphic Design** **3 Units**
UC, CSU
Description: This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print, web and other media. 36 hours lecture and 72 hours laboratory. (Letter grade only.)

**CIS-66**
**Web Development I** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the web technologies and languages. This course provides in depth understanding in the roles of markup and scripting languages to display text and multimedia content for basic web pages. Demonstrates the process by which the latest standard of HTML and construction of cascading style sheets frame generic content delivery. Functional extension is then applied through the use of Javascript and other relevant scripting languages, introducing dynamic functionality to web sites. Students will also become familiar with the use of web servers and file transfer protocol applications. 54 hours lecture and 18 hours laboratory. (Letter grade only.)

**CIS-77**
**Full Stack Web Development** **8 Units**
CSU
*Prerequisite: None*
Description: The course teaches students how to develop web-based applications (apps) and websites to prepare for entry level web media jobs and to provide resources and techniques to assist aspiring entrepreneurs in conceiving web-based start-up companies. This course prepares a student to become a full-stack web developer. Course is subdivided into three phases. The first phase teaches web-media development fundamentals such as HTML language, Cascading Style Sheets (CSS), and Javascript, and open source software tools, etc. The next phase introduces web apps and website programming tools for rapid deployment and for expanding the functionality of a project. During the last phase the student selects and develops a special project to demonstrate and showcase the newly acquired full-stack web development skills. 36 hours lecture and 324 hours of lab. (Letter grade only.)

**CIS-78A**
**Introduction to Adobe Photoshop**
**(Same as CAT-78A)** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images, and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CIS-78B**
**Advanced Adobe Photoshop** **3 Units**
CSU
*Prerequisite: CAT/CIS-78A or ADM-71A*
Description: Advanced techniques and methods for using Adobe PhotoShop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-79**
**Introduction to Adobe Illustrator**
**(Same as CAT-79)** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-80**
**Word Processing: Microsoft Word forWindows**
**(Same as CAT-80)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CAT-51*
Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade only.)

**CIS-81**
**Introduction to Desktop Publishing using**
**Adobe InDesign** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to Adobe InDesign, the industry-standard publishing app. Design and publish high-quality documents across a full spectrum of digital and print media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-90**
**Microsoft Outlook** **3 Units**
**(Same as CAT-90)**
CSU
*Prerequisite: None*
Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-93**
**Computers for Beginners** **3 Units**
**(Same as CAT-93)**
CSU
*Prerequisite: None*
Description: A practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-98A**
**Introduction to Excel**
**(Same as CAT-98A)** **1.5 Units**
CSU
*Prerequisite: None*
Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-98B**
**Advanced Excel**
**(Same as CAT-98B)** **1.5 Units**
CSU
*Prerequisite: CAT/CIS-98A*
Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**CIS-200**
**Computer Information Systems Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# COMPUTER SCIENCE

**CSC-2**
**Fundamentals of Systems Analysis** **3 Units**
**(Same as CIS-2)**
CSU
*Prerequisite: None*
Description: A systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter grade or Pass/No Pass option.)

**CSC-5**
**Programming Concepts and Methodology I: C++**
**(Same as CIS-5)** **4 Units**
(C-ID:COMP 122)
UC, CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**CSC-7**
**Discrete Structures**
**(Same as CIS-7)** **3 Units**
(C-ID:COMP 152)
UC, CSU
*Prerequisite: CIS/CSC-5*
Description: This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CSC-11**
**Computer Architecture and Organization: Assembly**
**(Same as CIS-11)** **3 Units**
(C-ID:COMP 142)
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-5*
Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter grade only.)

**CSC-12**
**PHP Dynamic Web Site Programming**
**(Same as CIS-12)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A*
Description: Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade or Pass/No Pass option.)

**CSC-14A**
**Web Programming: JavaScript**
**(Same as CIS-14A)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A*
Description: Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content, and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade or Pass/No Pass option.)

**CSC-17A**
**Programming Concepts and Methodology II: C++**
**(Same as CIS-17A)** **3 Units**
(C-ID:COMP 132)
UC, CSU
*Prerequisite: CIS/CSC-5*
Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CSC-18A**
**Java Programming: Objects**
**(Same as CIS-18A)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS/CSC-5*
Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

# CONSTRUCTION TECHNOLOGY

**CON-60**
**Introduction to Construction** **3 Units**
CSU
*Prerequisite: None*
Description: An overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspection and production work normally associated with construction. An overview of how building codes affect the design, materials and methods of constructing buildings and other projects. Students will be expected to participate in several field trips. 54 hours lecture. (Letter grade only.)

**CON-61**
**Materials of Construction** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the materials used in the construction of buildings; identification of materials, their properties and uses. The characteristics and properties of such materials such as concrete, steel, timber, masonry, plaster, roofing and all other structural and ornamental materials. 54 hours lecture. (Letter grade only.)

**CON-62**
**Print Reading for Construction** **3 Units**
CSU
*Prerequisite: None*
Description: An overview of construction print and specification reading, the relationship of drawings and specifications to the contract and responsibilities of the inspector in interpreting the contract documents and in the inspection of the work. 54 hours lecture. (Letter grade only.)

**CON-63A**
**Uniform Building Code** **3 Units**
CSU
*Prerequisite: None*
Description: Use of the International Building Code and the various related state and local ordinances in plan checking various building types for compliance with the codes and ordinances. 54 hours lecture. (Letter grade only.)

**CON-63B**
**Analysis of Revisions to the Uniform Building Code 3 Units**
CSU
*Prerequisite: CON-63A*
Description: An analysis which discusses the changes, amendments and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**CON-63C**
**Analysis of Revisions to the Uniform Building Code 3 Units**
CSU
*Prerequisite: CON-63A*
Description: An analysis which discusses the changes, amendments and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**CON-63D**
**Analysis of Revisions to the Uniform Building Code 3 Units**
CSU
*Prerequisite: CON-63A*
Description: An analysis which discusses the changes, amendments and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**CON-64**
**Office Procedures and Field Inspection 3 Units**
CSU
*Prerequisite: None*
Description: Office organization, procedures and necessary paper work pertinent to building and safety office management and inspection. Field inspection for completed buildings, zoning, health and safety ordinance application. Several field trips. 54 hours lecture. (Letter grade only.)

**CON-65**
**Plumbing Code 3 Units**
CSU
*Prerequisite: None*
Description: Review of plumbing codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture. (Letter grade only.)

**CON-66**
**National Electrical Code 3 Units**
CSU
*Prerequisite: None*
Description: Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture. (Letter grade only.)

**CON-67**
**Mechanical Code 3 Units**
CSU
*Prerequisite: None*
Description: This course will examine the complete requirements for the installation and maintenance of heating, ventilating, cooling and refrigeration systems as promulgated in the Uniform Mechanical Code. 54 hours lecture. (Letter grade only.)

**CON-68**
**Simplified Engineering for Building Inspectors 3 Units**
CSU
*Prerequisite: None*
Description: Introduction to basic engineering. Fundamental static and stress formulas. Shear and moment diagrams and their applications. Properties of sections and their uses. Design of wood joists, beams, posts and use of tables with practical composite design applications. 54 hours lecture. (Letter grade only.)

**CON-70**
**Fundamentals of Soil Technology 3 Units**
CSU
*Prerequisite: None*
Description: Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristic is covered. Methods of observation and foundation types are considered in detail. A survey of engineering and analysis is made. 54 hours lecture. (Letter grade only.)

**CON-71**
**Energy Conservation Standards 1.5 Units**
CSU
*Prerequisite: None*
Description: Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture. (Letter grade only.)

**CON-72**
**California State Accessibility Standards 1.5 Units**
CSU
*Prerequisite: None*
Description: Examines the provisions of Title 24 accessibility standards of the California International Building Code for application in the construction industry. These legal requirements establish minimum facility accessibility standards and requirements to provide or improve access to and use by people with physical disabilities. Students will gain an understanding of the legal requirements and will interpret, analyze, and apply these provisions to various construction, alteration, remodeling, repair, and use of building and related facilities. 27 hours lecture. (Letter grade only.)

**CON-73**
**Project Planning for Site Construction** **3 Units**
CSU
*Prerequisite: None*
Description: Organization, procedures, and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state, and federal agencies. 54 hours lecture. (Letter grade only.)

**CON-74**
**Construction Estimating** **3 Units**
CSU
*Prerequisite: None*
*Corequisite: CON-62*
Description: Introduction to estimating will provide an overview of basic and advanced principles of construction estimating and bidding currently used in the construction industry from pre-bid to post-bid. This course will be taught utilizing Construction Specifications Institute format (www.csinet.org). 54 hours lecture. (Letter grade only.)

**CON-80**
**Construction Scheduling** **3 Units**
CSU
*Prerequisite: None*
Description: Construction Scheduling will provide an overview of the uses and the types of schedules that are used in the preconstruction and construction stages of a project. 54 hours lecture. (Letter grade only.)

**CON-200**
**Construction Technology Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# DANCE

**DAN-6**
**Dance Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture. (Letter grade only.)

**DAN-6H**
**Honors Dance Appreciation** **3 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in Honors Program.*
Description: A non-technical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills - analysis, synthesis, and evaluation. Student may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture. (Letter grade only.)

**DAN-D20**
**Introduction to Social Dance** **1 Units**
CSU
*Prerequisite: None*
Description: An introduction to various social dance techniques. Styles studied will include Waltz, Cha cha, Fox trot, and Swing. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**DAN-D21**
**Ballet, Beginning** **1 Units**
CSU
*Prerequisite: None*
Description: An opportunity to learn, practice, and apply beginning level ballet skills and vocabulary. Introduction to historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**DAN-D31**
**Hip-Hop Dance, Beginning** **1 Units**
CSU
*Prerequisite: None*
Description: Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter grade only.)

**DAN-D32**
**Jazz, Beginning** **1 Units**
CSU
*Prerequisite: None*
Description: Learn, practice, and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**DAN-D37**
**Modern Dance, Beginning** **1 Units**
CSU
*Prerequisite: None*
Description: Learn, practice, and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**DAN-D46**
**Pilates Mat Work** **1 Units**
CSU
*Prerequisite: None*
Description: Structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improving alignment, body awareness and control. 54 hours laboratory. (Letter grade only.)

## DRAFTING

**DFT-21**
**Drafting**
**(Same as ENE-21)** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Fundamentals of Architectural and Mechanical Engineering drafting including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimension, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**DFT-24**
**Revit I-Architectural Drafting**
**(Same as ARE-24)** **3 Units**
UC, CSU
*Prerequisite: DFT/ENE-21 and DFT/ ENE-30*
Description: Introduction to methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, notation, materials symbols, drawing format and general practice. Using Computer-Aided Drafting (CAD), this course will focus on the drawing of a set of plans to include a plot plan, foundation plan, floor plan(s), sections, exterior and interior elevations, electrical plan and structural details. Sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory. (Letter grade or Pass/No Pass option.)

**DFT-27**
**Technical Communications**
**(Same as ELE/ENE-27)** **3 Units**
CSU
*Prerequisite: None*
Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.(Letter grade only.)

**DFT-30**
**Computer Aided Drafting (CAD)**
**(Same as ENE-30)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop "computer drawn" drawings, which are typical to the various fields of drafting. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**DFT-31**
**Advanced Computer Aided Drafting (CAD)** **3 Units**
CSU
*Prerequisite: DFT-30 or ENE-30*
Description: This course focuses on applying advanced AutoCAD skills in the design process to create models, drawings, and related documentation for a variety of applications and industries. Topics include blocks, attributes, external references, solid, mesh, and surface modeling, presentation, and photorealistic rendering. Students develop and apply skills in visualizing, creating, and editing 3D shapes for modeling, testing, rapid prototyping, and marketing. The course emphasizes improving productivity and developing modeling and presentation skills. 27 hours lecture and 81 hours lab. (Letter grade or Pass/No Pass option.)

**DFT-42**
**Solidworks I**
**(Same as ENE-42)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Introduces the student to three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies requiring animation. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**DFT-42B**
**Solidworks II**
**(Same as ENE-42B)** **3 Units**
UC, CSU
*Prerequisite: ENE-42 or prior SolidWorks experience*
Description: An advanced course in using the three-dimensional parametric solid-modeler SolidWorks. Designed to further 3D parametric solid modeling software techniques learned in SolidWorks I. Students will delve deeper into topics that were introduced in the first SolidWorks course such as extruding, sweeping, lofting, shelling, assemblies, and animation. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**DFT-51**
**Print Reading**
**(Same as ENE-51)** **2 Units**
CSU
*Prerequisite: None*
*Advisory: ENE-21 or MAT-36*
Description: A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter grade or Pass/No Pass option.)

**DFT-52**
**Geometric Dimensioning and Tolerancing**
**(Same as ENE-52)** **3 Units**
CSU
*Prerequisite: None*
Description: Presents the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. 36 hours lecture. 54 hours lab. (Letter grade or Pass/No Pass option.)

**DFT-60**
**Math for Engineering Technology**
**(Same as ENE-60)** **3 Units**
*Prerequisite: None*
Description: A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. This course reviews basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**DFT-62**
**Basic Fusion 360** **3 Units**
CSU
*Prerequisite: None*
*Advisory: DFT-51 or DFT-21 or DFT-30 or ENE-30*
Description: Introduces engineering and design students to 3D parametric solid modeling, including basic and intermediate parts, assemblies, and drawings. From their models, students produce CAD drawings to include orthographic, pictorial, section, and detail views. The course also covers basics of sheet metal, dimensioning, dimensional tolerance, and thread notation per ASME Y14.5-2018 using Autodesk Fusion 360. 27 hours lecture and 90 hours lab. (Letter grade or Pass/No Pass option.)

**DFT-63**
**Advanced Fusion 360** **3 Units**
CSU
*Prerequisite: None*
*Advisory: DFT-62 or DFT-42 or ENE-42*
Description: Provides theory and hands-on application of the design process, 3D modeling, prototyping, and manufacturing to students with prior modeling experience or coursework. Building upon drafting fundamentals, students develop skill in computer-aided solid modeling, additive manufacturing, and conventional machining processes. Students develop and refine modeling skills, produce prototypes, enhance presentation models, and use simulation and 3D printing tools to solve design problems individually and in teams. Additional topics include problem identification, concept generation, project management, risk reduction, file translation, virtual/augmented reality (VR/AR), quality control, and Computer Numerical Control (CNC). 27 hours lecture and 90 hours lab. (Letter grade or Pass/No Pass option.)

**DFT-200**
**Drafting Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# EARLY CHILDHOOD EDUCATION

**EAR-19**
**Observation and Assessment in Early Childhood Education** **3 Units**
(C-ID:ECE 200)
CSU
*Prerequisite: None*
Description: The appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture. (Letter grade only.)

**EAR-20**
**Child Growth and Development** **3 Units**
(C-ID:CDEV 100)
UC, CSU
*Prerequisite: None*
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture. (Letter grade only.)

**EAR-24**
**Introduction to Curriculum** **3 Units**
(C-ID:ECE 130)
CSU
*Prerequisite: None*
Description: An overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students will examine a teacher's role in supporting development and engagement for all young children. Provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture. (Letter grade only.)

**EAR-25**
**Teaching in a Diverse Society** **3 Units**
(C-ID:ECE 230)
UC, CSU
*Prerequisite: None*
Description: Examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture. (Letter grade only.)

**EAR-26**
**Health, Safety and Nutrition** **3 Units**
(C-ID:ECE 220)
UC, CSU
*Prerequisite: None*
Description: Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture. (Letter grade only.)

**EAR-28**
**Principles and Practices of Teaching Young Children** **3 Units**
(C-ID:ECE 120)
CSU
*Prerequisite: None*
Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture. (Letter grade only.)

**EAR-30**
**Practicum in Early Childhood Education** **4 Units**
(C-ID:ECE 210)
CSU
*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*
Description: In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified master/mentor teacher. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**EAR-33**
**Infant and Toddler Development** **3 Units**
CSU
*Prerequisite: None*
Description: A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hour lecture. (Letter grade only.)

**EAR-34**
**Infant and Toddler Care and Education** **3 Units**
CSU
*Prerequisite: None*
Description: Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture. (Letter Grade only.)

**EAR-38** **3 Units**
**Adult Supervision and Mentoring in Early Care and Education**
CSU
*Prerequisite: None*
Description: Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture. (Letter grade only.)

**EAR-40**
**Introduction to Children With Special Needs** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only.)

**EAR-41**
**Practicum in Early Intervention/Special Education** **4 Units**
CSU
*Prerequisite: EAR-28 EAR-24 EAR-42 EAR-20*
*Advisory: EAR-40 or EAR-46*
Description: Provides hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained special day and fully-included early childhood classrooms. Reflective practice is emphasized as student teachers design, implement, and evaluate approaches, strategies and techniques that promote development and learning. 36 hours lecture and 108 hours laboratory. (TBA option) (Letter grade only.)

**EAR-42**
**Child, Family, and Community** **3 Units**
(C-ID:CDEV 110)
CSU
*Prerequisite: None*
Description: An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture. (Letter grade only.)

**EAR-43**
**Children with Challenging Behaviors** **3 Units**
UC, CSU
*Prerequisite: EAR-19 and EAR-20*
Description: An overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing reasons children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture. (Letter grade only.)

**EAR-44** **3 Units**
**Administration I: Programs in Early Childhood Education**
CSU
*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*
*Advisory: EAR-44*
Description: Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture. (Letter grade only.)

**EAR-45**
**Administration II: Personnel and Leadership in Early Childhood Education** **3 Units**
CSU
*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*
*Advisory: EAR-44*
Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture. (Letter grade only.)

**EAR-46**
**Curriculum and Strategies for Children with Special Needs** **3 Units**
CSU
*Prerequisite: None*
*Advisory: EAR-40*
Description: Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture. (Letter grade only.)

**EAR-47**
**Childhood Stress and Trauma** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short-and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture. (Letter grade only.)

**EAR-200**
**Early Childhood Work Experience** **1-4 Units**
CSU
*Prerequisite: None Limitation on enrollment: (e.g. Performance tryout or audition)Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# ECONOMICS

**ECO-4**
**Introduction to Economics** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture. (Letter grade only.)

**ECO-7**
**Principles of Macroeconomics** **3 Units**
(C-ID:ECON 202)
UC, CSU
*Prerequisite: MAT-52 or qualifying placement level*
*Advisory: MAT-35*
Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture. (Letter grade only.)

**ECO-7H**
**Honors Principles of Macroeconomics** **3 Units**
(C-ID:ECON 202)
UC, CSU
*Prerequisite: MAT-52 or qualifying placement level.*
*Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program.*
*Advisory: MAT-35*
Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture. (Letter grade only.)

**ECO-8**
**Principles of Microeconomics** **3 Units**
(C-ID:ECON 201)
UC, CSU
*Prerequisite: MAT-52 or qualifying placement level*
*Advisory: MAT-35*
Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture. (Letter grade only.)

**ECO-8H**
**Honors Principles of Microeconomics** **3 Units**
(C-ID:ECON 201)
UC, CSU
*Prerequisite: MAT-52 or qualifying placement level*
*Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors program.*
*Advisory: MAT-35*
Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture. (Letter grade only.)

# ELECTRICITY

**ELC-11** **4 Units**
**DC Electronics**
**(Same as ELE-11)**
UC, CSU
*Prerequisite: None*
Description: Basic electrical theory including Ohm's Law, the Power Law, the Current and Voltage Laws of Kirchhoff, Direct Current (DC) theory, time constants, multimeter measurements, magnetism, electromagnetism, resistors, capacitors, coils, transient analysis and DC Motors, voltage, current, resistance, power, series, parallel and complex series/parallel circuits. 63 hours lecture and 27 hours laboratory. (Letter grade only.)

**ELC-13** **4 Units**
**AC Electronics**
**(Same as ELE-13)**
CSU
*Prerequisite: ELE-10 or ELC-11 or ELE-11 or ELE-21 or ELE-23*
Description: Alternating Current (AC) theory, devices, circuits and applications--will include: resistance, reactance, impedance, capacitance, inductance, Ohm's Law, Power Law, sinusoidal waveforms, Peak, Peak-to-Peak and Root-Mean-Square (RMS) measurements, using an oscilloscope, signal generator and meter; applications of series and parallel networks of resistors, capacitors, inductors, transformers and other AC components; J-Factors and phasor-vector solutions to both simple and complex AC circuits; transient reactor analysis; phase-shift, phase-angle, and power-factor calculations and measurements. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-66** **3 Units**
**National Electrical Code**
**(Same as ELE-66)**
CSU
*Prerequisite: None*
Description: Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ELC-68** **4 Units**
**Fundamentals of Maintenance**
**(Same as MAN-68)**
CSU
*Prerequisite: None*
Description: Foundational skills training for maintenance technicians. Introduction to the basic maintenance and repair methods used in the facility maintenance profession. Preventative maintenance methods and strategies are explored as students receive training in the use of electronic measuring devices, meters, and scopes. Topics include activities focused upon basic electrical skills, basic pneumatics and hydraulics, basic mechanical skills, basic plumbing, basic principles of refrigeration, refrigerants, refrigeration components, preventative and corrective maintenance. Completion of this basic course will prepare students for a job as a Facility Maintenance Technician. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-69** **2 Units**
**Fundamentals of Tooling And Test Equipment**
**(Same as MAN-69)**
CSU
*Prerequisite: None*
Description: An introduction to the tools and equipment used in the facility maintenance occupation, with an emphasis on the safe use, maintenance, and storage of a variety of tools and equipment. Introduces hand and power tools, test equipment, and wiring practices. 27 hours lecture and 27 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-71** **4 Units**
**Residential Electrical Wiring**
**(Same as ELE-71)**
CSU
*Prerequisite: None*
Description: The course introduces students to wiring methods commonly used in residential electrical wiring. Topics include wiring of electrical switches, receptacles, code requirements for kitchen, bathroom, GFI and AFI devices, raceways, and boxes. Laboratory allows students to wire and test sample wall and ceiling sections. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-72** **4 Units**
**Commercial and Industrial Electrical Wiring**
**(Same as ELE/MAN-72)**
CSU
*Prerequisite: None*
Description: Wiring of commercial and industrial buildings including equipment grounding, service grounding, power distribution, conduit types, metal, plastic, flexible, bending and supporting, light distribution and blueprint reading. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-73** **4 Units**
**Electric Motors and Transformers**
**(Same as ELE/MAN-73)**
CSU
*Prerequisite: None*
Description: Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-74** **4 Units**
**Industrial Wiring and Controls**
**(Same as ELE/MAN-74)**
CSU
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**ELC-75** **3 Units**
**Solid State Devices and Lighting Controls**
**(Same as ELE-75)**
CSU
*Prerequisite: None*
Description: Students will learn about solid state device (electronics), sensors, SCR (silicone control rectifier), transistors, proximity and light sensors used in most industrial and commercial installations. Included will be showing students different types of sensors used for controlling motors, conveyors, and lighting devices. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-76** **3 Units**
**Low Voltage Wiring and Alternate Energy Generation**
**(Same as ELE-76)**
*Prerequisite: None*
Description: Introduces electricians to the specialized needs and requirements of institutional, educational and government entities, along with overlapping demands of other specialty areas that include access-control, security/safety, flood, fire and gas detection, environmental controls and renewable energy systems, patient-monitoring, nurse-call, closed-circuit television (CCTV), Internet-Intercom and phone systems and remote-monitoring and control applications. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-77** **3 Units**
**Electrical Theory for Electricians**
**(Same as ELE/MAN-77)**
*Prerequisite: None*
Description: An introduction to electrical theory, Ohm's Law, magnetism, electromagnetism, voltage, resistance, current, inductance, capacitance, reactance, impedance, Watts, Volt-Amps, VARs, current control devices, sensors and actuators phase angle, power-factor, transformers, motors, power distribution systems, and proper usage of electrical test equipment (meters). Student will learn concepts of electrical power, energy, Kirchoff's Laws, along with basic math to solve fundamental electrical problems for both alternating current (A.C.) and direct current (D.C.) circuits. Student will learn basic electrical safety procedures, including the proper use and requirements for personal protective equipment (PPE). 36 hours lecture, 54 hours lab. (Letter grade or Pass/No Pass option.)

**ELC-91** **3 Units**
**Fundamentals of Solar Energy**
**(Same as ELE-91)**
CSU
*Prerequisites: ELE-77*
Description: An introduction for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, circuit identification, functions and operations of components will be surveyed. Basic Electrical Safety will also be covered. 36 hours lecture; 54 hours lab. (Letter grade or Pass/No Pass option.)

**ELC-400** **3.5 Units**
**Introduction to the Electrical Trades And Construction Safety**
**(Same as ELE-400)**
*Prerequisite: None*
*Limitation on enrollment: Student is a registered State indentured apprentice.*
Description: Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-401**
**Introduction to Electrical Theory, Basic Math Concepts, and the National Electric**
**(Same as ELE-401)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Provides an introduction to algebraic and trigonometric concepts and application of their principles to solve basic electrical equations and layout conduit bends. Teaches the student to apply basic electrical theory to predict circuit behavior. Basic conduit bending techniques will be developed. The National Electrical Code will be introduced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-402**
**Advanced DC Circuit Concepts, Introduction to 3-PHASE AC Circuits, Test Equipment, and National Electric Code Applications**
**(Same as ELE-402)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Electrician circuit analysis techniques, series, parallel, and combination DC circuits, test equipment, National Electric Code (NEC), and elementary 3-Phase AC circuits will be introduced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-403**
**AC Circuit Concepts, Applied Electronics, and National Electric Code Applications** **3.5 Units**
**(Same as ELE 403)**
*Prerequisite: None*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Electrician AC theory including an exploration of inductance and capacitance and the effect of their combined reactants on AC circuits along with the application of electronic concepts and components. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-404**
**Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)**
**(Same as ELE-404)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Digital logic concepts and their real-world application. Electrician identification, selection, and installation of electrical conductors in accordance with National Electrical Code (NEC). 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-405**
**Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)**
**(Same as ELE-405)** **3.5 Units**
*Prerequisite: None*
*Limitation on Enrollment: Student must be a registered State indentured apprentice*
Description: Electrician studies of blueprints and specifications. Application of the National Electric Code will cover current protection, panel-boards, and lighting systems. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-406** **3.5 Units**
**Grounding Systems, Advanced Blueprints And Specifications, Motor Design and Installation, and National Electric Code**
**(Same as ELE-406)**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Advanced concepts for blueprints and specifications. Study of motor design and application and National Electric Code concepts. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-407**
**Motor Control Principles, Generators And Power Supplies, With National Electric Code (NEC)**
**(Same as ELE-407)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Techniques for controlling AC and DC motors; students examine conventional and cutting-edge technologies for power generation. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-408**
**Transformer Theory, Leadership, Management, and Test Equipment**
**(Same as ELE-408)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Explores electrician theory and field application of transformers, test equipment, including management and leadership principles for supervisors, along with special equipment for security systems for the grid. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-409**
**Electrician Specialty Systems**
**(Same as ELE-409)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Examines specialty electrical systems commonly found in building construction. Includes fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV and MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-420**
**Introduction to Sound/Communication Trade Industry**
**(Same as ELE-420)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: An introduction to the sound and communication industry. Students will examine the fundamentals of wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication. Basic math operations will be reviewed and reinforced. Care for breathing and cardiac emergencies along with basic first aid for use on both adults and children. Substance abuse will be addressed. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELC-421**
**Electrical Theory and Practices DC**
**(Same as ELC-421)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Study of floor and plot plans, basic blueprint reading and circuit drawing, theory of magnetism, DC and AC generators, motors and transformers, on-the-job safety, first aid, electrical code, telephony and data communications. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-422**
**Electrical Theory and Practices AC**
**(Same as ELE-422)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Study of apprenticeship, electrical inductance, capacitance and reactance, including grounded conductors, branch circuits, transformer principles, RCL circuits and filters. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-423**
**Semiconductor Electronics**
**(Same as ELE-423)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Study of solid-state electronic theory and components, diodes, transistors, SCR, triacs, diacs, IC amplifiers and op amps. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-424**
**Introduction to Digital Electronics and Signaling Devices**
**(Same as ELE-424)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Introduction to digital electronic technology and electronic equipment. Instruction includes basic digital systems, binary and decimal numbering systems, decision-making logic circuits, Boolean Algebra, flip-flops, counters, shift registers, encoders, decoders, ROMs, DC to AC converters and organization of these component blocks to accomplish manipulation of data. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-425**
**Management/Alarms/Codes/Circuits**
**(Same as ELE-425)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Introduction to management, installation of security and fire alarm systems, the National Electrical Code as it relates to alarm installation and circuits as applied to alarm systems. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELC-499**
**Electrician Apprenticeship Work Experience**
**(Same as ELE-499)** **1-4 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: This course provides students the opportunity to work in the electricians apprenticeship program for the purpose of developing specific skills to meet the goals and objectives of the electricians Joint Apprenticeship and Training Committee (J.A.T.C.). Students complete work experience hours at approved training sites. Students may take up to 16 units total across all work experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one work experience course may be taken per semester. 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 only.)

# ELECTRONICS

**ELE-10**
**Survey of Electronics** **4 Units**
CSU
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**ELE-11**
**DC Electronics**
**(Same as ELC-11)** **4 Units**
CSU
*Prerequisite: None*
Description: Basic electrical theory including Ohm's Law, the Power Law, the Current and Voltage Laws of Kirchhoff, Direct Current (DC) theory, time constants, multimeter measurements, magnetism, electromagnetism, resistors, capacitors, coils, transient analysis and DC Motors, voltage, current, resistance, power, series, parallel and complex series/parallel circuits. 63 hours lecture and 27 hours laboratory. (Letter grade only.)

**ELE-13**
**AC Electronics**
**(Same as ELC-13)** **4 Units**
CSU
*Prerequisite: ELC/ELE-10 or ELC/ELE-11 or ELE-21 or ELE/MAN-23*
Description: Alternating Current (AC) theory, devices, circuits and applications--will include: resistance, reactance, impedance, capacitance, inductance, Ohm's Law, Power Law, sinusoidal waveforms, Peak, Peak-to-Peak and Root-Mean-Square (RMS) measurements, using an oscilloscope, signal generator and meter; applications of series and parallel networks of resistors, capacitors, inductors, transformers and other AC components; J-Factors and phasor-vector solutions to both simple and complex AC circuits; transient reactor analysis; phase-shift, phase-angle, and power-factor calculations and measurements. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-23**
**Electronic Devices and Circuits (same as MAN-23)** **4 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ELE-13*
Description: Circuit applications and characteristics of discrete, and integrated circuit (IC) packages containing, diodes, bipolar junction transistors (BJTs), field-effect transistors (FETs), thyristors, op-amps (OAs), and opto-electronic devices. 63 hours lecture and 27 hours laboratory. (Letter grade only.)

**ELE-25**
**Digital Techniques** **4 Units**
CSU
*Prerequisite: None*
*Advisory: ELE-10 or ELE-11 or ELC-77 or ELE-23*
Description: Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/decoders, converters and timing. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-26**
**Microcontrollers** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ELE-25*
Description: Computer number systems, codes, and arithmetic functions; microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-27**
**Technical Communications**
**(Same as DFT/ENE-27)** **3 Units**
CSU
*Prerequisite: None*
Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture. (Letter grade only.)

**ELE-28**
**MultiSim CAD and PCB Design/Fab** **3 Units**
CSU
*Prerequisite: None*
Description: This course covers MultiSim schematic capture, simulation, export to UltiBoard and UltiRoute. Basic Computer Aided Design (CAD)-Drafting, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component-templates will be emphasized. PCB design and fabrication with through-hole and SMT/SMD devices. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-55**
**Occupational Safety and Health Administration (OSHA) Standards for General Industry**
**(Same as MAN-55)** **1 Unit**
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**ELE-61**
**Robotics for Manufacturing**
**(Same as MAN-61)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Presents the programming and control of robotic systems typically used in industry. 36 hours lecture and 54 hours laboratory.(Letter grade or Pass/No Pass option.)

**ELE-63**
**LabVIEW Visual Programming for Automated Systems**
**(Same as MAN-63)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-64**
**Programmable Logic Controllers using Allen Bradley PLCs**
**(Same as MAN-64)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ELE-10 or ELE-11*
Description: Fundamentals of programmable logic controllers, with an emphasis on introductory programming of Allen Bradley PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-67**
**Programmable logic controllers using Siemens** **3 Units**
*Prerequisite: None*
*Advisory: ELE-10 or ELE-11*
Description: Fundamentals of programmable logic controllers using Siemens controls, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting, and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-71**
**Residential Electrical Wiring**
**(Same as ELC-71)** **4 Units**
CSU
*Prerequisite: None*
Description: Introduces students to wiring methods commonly used in residential electrical wiring. Topics include wiring of electrical switches, receptacles, code requirements for kitchen, bathroom, GFI and AFI devices, raceways, and boxes. Laboratory allows students to wire and test sample wall and ceiling sections. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-72**
**Commercial and Industrial Electrical Wiring**
**(Same as ELC /MAN-72)** **4 Units**
CSU
*Prerequisite: None*
Description: Wiring of commercial and industrial buildings including equipment grounding, service grounding, power distribution, conduit types, metal, plastic, flexible, bending and supporting, light distribution, and blueprint reading. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-73**
**Electric Motors and Transformers**
**(Same as ELC/MAN-73)** **4 Units**
CSU
*Prerequisite: None*
Description: Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory. ((Letter grade or Pass/No Pass option.)

**ELE-74**
**Industrial Wiring and Controls**
**(Same as ELC/MAN-74)** **4 Units**
CSU
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**ELE-75**
**Solid State Devices Lighting Controls**
**(Same as ELC-75)** **3 Units**
CSU
*Prerequisite: None*
Description: Students will learn about solid state device (electronics), sensors, SCR (silicone control rectifier), transistors, proximity and light sensors used in most industrial and commercial installations. Included will be showing students different types of sensors used for controlling motors, conveyors, and lighting devices. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-76**
**Low Voltage Wiring and Alternate Energy Generation**
**(Same as ELC-76)** **3 Units**
CSU
*Prerequisite: None*
Description: Introduces electricians to the specialized needs and requirements of institutional, educational and government entities, along with overlapping demands of other specialty areas that include access-control, security/safety, flood, fire and gas detection, environmental controls and renewable energy systems, patient-monitoring, nurse-call, closed-circuit television (CCTV), Internet-Intercom and phone systems and remote-monitoring and control applications. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-77**
**Electrical Theory for Electricians**
**(Same as ELC/MAN-77)** **3 Units**
*Prerequisite: None*
Description: An introduction to electrical theory, Ohm's Law, magnetism, electromagnetism, voltage, resistance, current, inductance, capacitance, reactance, impedance, Watts, Volt-Amps, VARs, current control devices, sensors and actuators phase angle, power-factor, transformers, motors, power distribution systems, and proper usage of electrical test equipment (meters). Student will learn concepts of electrical power, energy, Kirchoff's Laws, along with basic math to solve fundamental electrical problems for both alternating current (A.C.) and direct current (D.C.) circuits. Student will learn basic electrical safety procedures, including the proper use and requirements for personal protective equipment (PPE). 36 hours lecture 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-91**
**(Same as ELC-91)**
**Fundamentals of Solar Energy** **3 Units**
CSU
*Prerequisite: ELE-77*
Description: An introduction for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, circuit identification, functions and operations of components will be surveyed. Basic Electrical Safety will also be covered. 36 hours lecture; 54 hours lab. (Letter grade or Pass/No Pass option.)

**ELE-200**
**Electronics Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Advisory: Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

**ELE-400**
**Introduction to the Electrical Trades And Construction Safety**
**(Same as ELC-400)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student is a registered State indentured apprentice*
Description: Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-401**
**Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code**
**(Same as ELC-401)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Provides an introduction to algebraic and trigonometric concepts and application of their principles to solve basic electrical equations and layout conduit bends. Teaches the student to apply basic electrical theory to predict circuit behavior. Basic conduit bending techniques will be developed. The National Electrical Code will be introduced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-402**
**Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications**
**(Same as ELC-402)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Electrician circuit analysis techniques, series, parallel, and combination DC circuits, test equipment, National Electric Code (NEC), and elementary 3-Phase AC circuits will be introduced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-403**
**AC Circuit Concepts, Applied Electronics, and National Electric Code Applications**
**(Same as ELC-403)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Electrician AC theory including an exploration of inductance and capacitance and the effect of their combined reactants on AC circuits along with the application of electronic concepts and components. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-404**
**Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)**
**(Same as ELC-404)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Digital logic concepts and their real-world application. Electrician identification, selection, and installation of electrical conductors in accordance with National Electrical Code (NEC). 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-405**
**Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)**
**(Same as ELC-405)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Electrician studies of blueprints and specifications. Application of the National Electric Code will cover current protection, panel-boards, and lighting systems. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-406**
**Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code**
**(Same as ELC-406)** **3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Advanced concepts for blueprints and specifications. Study of motor design and application and National Electric Code concepts. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-407**
**Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)**
**(Same as ELC-407) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Techniques for controlling AC and DC motors; students examine conventional and cutting-edge technologies for power generation. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-408**
**Transformer Theory, Leadership, Management, and Test Equipment**
**(Same as ELC-408) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Explores electrician theory and field application of transformers, test equipment, including management and leadership principles for supervisors, along with special equipment for security systems for the grid. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-409**
**Electrician Specialty Systems**
**(Same as ELC-409) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Examines specialty electrical systems commonly found in building construction. Includes fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV & MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-420**
**Introduction to Sound/Communication Trade Industry**
**(Same as ELC-420) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: An introduction to the sound and communication industry. Students will examine the fundamentals of wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication. Basic math operations will be reviewed and reinforced. Care for breathing and cardiac emergencies along with basic first aid for use on both adults and children. Substance abuse will be addressed. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-421**
**Electrical Theory and Practices DC**
**(Same as ELC-421) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Study of floor and plot plans, basic blueprint reading and circuit drawing, theory of magnetism, DC and AC generators, motors and transformers, on-the-job safety, first aid, electrical code, telephony and data communications. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-422**
**Electrical Theory and Practices AC**
**(Same as ELC-422) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Study of apprenticeship, electrical inductance, capacitance and reactance, including grounded conductors, branch circuits, transformer principles, RCL circuits and filters. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-423**
**Semiconductor Electronics**
**(Same as ELC-423) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Study of solid-state electronic theory and components, diodes, transistors, SCR, triacs, diacs, IC amplifiers and op amps. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-424**
**Introduction to Digital Electronics and Signaling Devices**
**(Same as ELC-424) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Introduction to digital electronic technology and electronic equipment. Instruction includes basic digital systems, binary and decimal numbering systems, decision-making logic circuits, Boolean Algebra, flip-flops, counters, shift registers, encoders, decoders, ROMs, DC to AC converters and organization of these component blocks to accomplish manipulation of data. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-425**
**Management/Alarms/Codes/Circuits**
**(Same as ELC-425) 3.5 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a registered State indentured apprentice*
Description: Introduction to management, installation of security and fire alarm systems, the National Electrical Code as it relates to alarm installation and circuits as applied to alarm systems. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-499**
**Electrician Apprenticeship Work Experience**
**(Same as ELC-499)** **1-4 Units**
*Prerequisite: None*
*Limitation on enrollment: Student must be a State indentured apprentice*
Description: This course provides students the opportunity to work in the electricians apprenticeship program for the purpose of developing specific skills to meet the goals and objectives of the electricians Joint Apprenticeship and Training Committee (J.A.T.C.). Students complete work experience hours at approved training sites. Students may take up to 16 units total across all work experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one work experience course may be taken per semester. 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 only.)

# ENGINEERING

**ENE-10**
**Introduction to Engineering** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Covers the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENE-21**
**Drafting**
**(Same as DFT-21)** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Fundamentals of Architectural and Mechanical Engineering drafting including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimension, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**ENE-27**
**Technical Communications**
**(Same as DFT-27 and ELE-27)** **3 Units**
CSU
*Prerequisite: None*
Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture. (Letter grade only.)

**ENE-30**
**Computer Aided Drafting (CAD)** **3 Units**
**(Same as DFT-30)**
(C-ID: ENGR 130)
UC, CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop “computer drawn” drawings, which are typical to the various fields of drafting. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**ENE-35**
**Statics** **3 Units**
(C-ID: ENGR 130)
UC, CSU
*Prerequisite: PHY-4A and MAT-1A*
Description: A study of force and equilibrium problems; free body diagram techniques, friction problems, second moments and moments of interia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENE-38**
**Introduction to Programming Concepts and Methodologies for Engineers** **4 Units**
(C-ID: ENGR 120)
UC, CSU
*Prerequisite: MAT-10*
*Advisory: Students will be expected to have a basic understanding of computing technology and computer operating procedures, with typing skills.*
Description: Introduces the basics of software development using a high level language utilizing programming and the interface of software with the physical world (e.g., the use of sensors). 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**ENE-39**
**Engineering Circuit Analysis** **4 Units**
(C-ID: ENGR 260) (C-ID: ENGR 260L)
UC, CSU
*Prerequisite: PHY-4B*
*Corequisite: MAT-2*
Description: An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**ENE-40**
**Material Science and Engineering** **4 Units**
(C-ID: ENGR 140 B)
UC, CSU
*Prerequisite: CHE-1A and PHY-4A*
Description: An introduction to the internal structure and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semi-conductors. Emphasis on developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**ENE-41**
**Engineering Graphics** **3 Units**
(C-ID: ENGR 150)
*Prerequisite: MAT-36*
Description: An introduction to principles of engineering drawings in visually communicating engineering designs and an introduction to computer aided design (CAD). Topics include the development of visualization skills, orthographic projections, mechanical dimensioning and tolerancing practices, and the engineering design process. Assignments develop sketching and 2-D and 3-D skills. The use of CAD software is an integral part of this course. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**ENE-42**
**SolidWorks I**
**(Same as DFT-42)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Introduces the student to three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies requiring animation. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**ENE-42B**
**SolidWorks II**
**(Same as DFT-42B)** **3 Units**
UC, CSU
*Prerequisite: DFT/ ENE-42 or prior SolidWorks experience*
Description: An advanced course in using the three-dimensional parametric solid-modeler SolidWorks. This course is designed to further 3D parametric solid modeling software techniques learned in SolidWorks I. Students will delve deeper into topics that were introduced in the first SolidWorks course such as extruding, sweeping, lofting, shelling, assemblies, and animation. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**ENE-48**
**Programming and Problem-Solving in MATLAB** **3 units**
(C-ID:ENGR 220)
UC, CSU
*Prerequisite: MAT-1A*
Description: Using MATLAB to analyze and solve problems relevant to science and engineering. Introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Content is drawn from practical applications in engineering, physics, and mathematics. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**ENE-51**
**Print Reading**
**(Same as DFT-51)** **2 Units**
CSU
*Prerequisite: None*
*Advisory: ENE-21 or MAT-36*
Description: A beginning course in the study of blueprints and their interpretation, types of projections, sections, symbols and abbreviations. This course is designed for students interested in engineering blueprint reading for the basic mechanical, electrical and machine trades. 27 hours lecture and 27 hours laboratory. (Letter grade or Pass/No Pass option.)

**ENE-52**
**Geometric Dimensioning and Tolerancing**
**(Same as DFT-52)** **3 Units**
CSU
*Prerequisite: None*
Description: Presents the basics of the Standards of Geometric Dimensioning and Tolerancing. This course will help students read, interpret and use ANSI Y14.5M, the current standard for drafting. 36 hours lecture. 54 hours lab. (Letter grade or Pass/No Pass option.)

**ENE-60**
**Math for Engineering Technology** **3 Units**
**(Same as DFT-60)**
*Prerequisite: None*
Description: A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. A review of basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENE-62**
**Math for Automated Systems** **3 Units**
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**ENE-200**
**Engineering Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# 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**
(C-ID:ENGL 100)
UC, CSU
*Prerequisite: ESL-50 or ENG-50 or ENG-80 or qualifying placement*
Description: Emphasizes skills in critical reading, and writing, including research. Integrated reading and writing assignments respond to various rhetorical situations. Students will produce a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ENG-1AH**
**Honors English Composition** **4 Units**
(C-ID:ENGL 100)
UC, CSU
*Prerequisite: ESL-50 or ENG-50 or ENG-80 or qualifying placement level.*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Emphasizes skills in critical reading, and writing, including research. Integrated reading and writing assignments respond to various rhetorical situations. Students will produce a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ENG-1B**
**Critical Thinking and Writing** **4 Units**
(C-ID: ENGL 105, 110 and 120)
UC, CSU
*Prerequisite: ENG-1A or ENG-1AH*
Description: Students will critically read diverse literary texts in order to compose inquiry-driven writing. Students will write a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ENG-1BH**
**Honors Critical Thinking and Writing** **4 Units**
(C-ID:ENGL 105, 110 and 120)
UC, CSU
*Prerequisite: ENG-1A or ENG-1AH*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Students will critically read diverse literary texts in order to compose inquiry-driven writing. Students will write a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ENG-4**
**Writing Tutor Training** **2 Units**
CSU
*Prerequisite: ENG-1A or ENG-1AH*
Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option) (Letter grade only.)

**ENG-6**
**British Literature I: Anglo-Saxon through Eighteenth Century** **3 Units**
(C-ID:ENGL 160)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of British literature from the eighth century 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.)

# Moving through English, ESL, and Reading

Please visit the Counseling Department if you have any questions about the appropriate course(s) for you. http://norcocollege.edu/services/counseling

## English Composition at Norco College: Choosing the Best Path for You

Every student has the right to enroll directly into English 1A without taking English 91. If you would like more information on enrolling directly into English 1A without 91, see the challenge/opt in process at the Counseling Office.

**ENG-1A*** English Composition

*or*

**ENG-1A*** English Composition

**ENG-91** Academic Support for ENG-1A

**ENG-1B*** Critical Thinking and Writing

*Note: Research shows that taking even one class below college-level composition (such as English 50) will make it less likely for students to complete English 1A in part because of the extra and often unnecessary semester in a non-transferable course. However, Norco College offers sections of English 50 for students who want to take an English course before they enroll in English 1A. No students are placed into or required to take English 50.*

## Academic Literacy and Reading

### Transferable Reading Courses

**ALR-3**** Reading for Academic and Lifelong Literacy

Reading 3 provides students with academic and multi-disciplinary (such as Humanities, Science, and Health Fields) reading strategies needed for success in college classes and beyond. This course meets the reading competency graduation requirement, and the CSU and RCCD lifelong learning Area E requirement.

**ALR-4**** College Reading as Critical Thinking

Reading 4 provides students with argument analysis skills required for determining the validity of an author's opinion. Students learn to critically evaluate all persuasive modes of discourse. This course meets the CSU Critical Thinking requirement.

### Support Courses

**ALR-83** College Reading & Thinking

Reading 83 reviews reading skills and strategies to help prepare students for college reading. This course meets the reading competency requirement.

**ALR-887** Reading Clinic

Reading 887 is a non-credit self-paced course that provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis in conferences.

*Note: These are all individual courses that are not in a sequence.*

## English as a Second Language

### CREDIT PATH

**ESL-46** Basic Writing and Grammar → **ESL-47** Low-Intermediate Writing and Grammar → **ESL-48** Intermediate Writing and Grammar → **ESL-49*** High-Intermediate Writing and Grammar → **ESL-50*** Advanced Writing and Grammar → **ENG-1A*** English Composition

### NON-CREDIT PATH

**ESL-846** Basic Writing and Grammar → **ESL-847** Low-Intermediate Writing and Grammar → **ESL-848** Intermediate Writing and Grammar → **ESL-849** High-Intermediate Writing and Grammar → **ESL-850** Advanced Writing and Grammar → **ENG-1A*** English Composition

*Students entering English 1A from the ESL pathway should look for the English 1A and 91 paired course that is targeted to multilingual speakers and should talk to their ESL 50/850 instructor about the right choice for them.*

*Credit and non-credit courses offer the same material, often in the same classroom. Students who want degree credit, units, or transferable courses should take the credit courses.*

Non Degree Applicable
Minimum AA/AS Degree Applicable
Transferable and Degree Applicable

* UC/CSU Transferable
** CSU Transferable Only
*** Associates Degree Applicable Only

**ENG-7**
**British Literature II: Romanticism through Modernism/Post-Modernism** **3 Units**
(C-ID:ENGL 165)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-8**
**Introduction to Mythology (Same as HUM-8)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH and REA-83*
Description: A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade only.)

**ENG-9**
**Introduction to Shakespeare** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: 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 ENG-1BH*
Description: Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres, or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-11**
**Creative Writing** **3 Units**
(C-ID:ENGL 200)
UC, CSU
*Prerequisite: ENG-1A or ENG-1AH*
Description: Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-14**
**American Literature I: Pre-Contact through Civil War** **3 Units**
(C-ID:ENGL 130)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-15**
**American Literature II: 1860 to the Present** **3 Units**
(C-ID:ENGL 135)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction, and drama of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-16**
**Introduction to Linguistics** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: Qualification for English 1A*
Description: A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-17A**
**Literary Magazine Production: Beginning** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ENG-1A or ENG-1AH*
Description: Beginning-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ENG-17B**
**Literary Magazine Production: Intermediate** **3 Units**
CSU
*Prerequisite: ENG-17A*
*Advisory: ENG-1A or ENG-1AH*
Description: Intermediate-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter grade or Pass/No Pass option.)

**ENG-17C**
**Literary Magazine Production: Advanced** **3 Units**
CSU
*Prerequisite: ENG-17B*
*Advisory: ENG-1A or ENG-1AH*
Description: Advanced-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter grade or Pass/No Pass option.)

**ENG-18**
**Survey of Native American** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of Native American literature from early oral narrative to contemporary literature using the critical lens of ethnic studies. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Same as ETS-18) (Letter grade or Pass/No Pass option.)

**ENG-20**
**Survey of African American Literature** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of African American literature from the early oral tradition to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to African American prose, poetry, and fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual, and artistic trends of African American culture and their relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20 or ETS-20. 54 hours lecture. (Same as ETS-20) (Letter grade or Pass/No Pass option.)

**ENG-23**
**The Bible As Literature**
**(Same as HUM-23)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH and REA-83*
Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-24**
**Survey of Asian American Literature** **3 Units**
**(Same as ETS-24)**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of Asian American literature from the mid-19th century to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to Asian American prose, poetry, drama, and fiction, as well as a basic understanding of the cultural, intellectual, and artistic trends of Asian American culture and their relationship to literature. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-25**
**Latinx Literature of the United States** **3 Units**
**(Same as ETS-25)**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: Latinx literature of the regional United States in all genres from the early oral traditions, chronicles, and epic poems of the 15th through 19th centuries to the essays, poems, plays, and novels of 20th century authors. The course will also explore Latinx history, culture, and identity as expressed in the writings of American Latinx writers using the critical lens of ethnic studies. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-30**
**Children's Literature** **3 Units**
(C-ID:ENGL 180)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*
Description: A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-35**
**Women in Literature** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political, and economic bases for historical and contemporary literary images of women. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-40**
**World Literature I: From Ancient Literatures to the Seventeenth Century** **3 Units**
(C-ID:ENGL 140)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or qualification for ENG-1A*
*Advisory: ENG-1B or ENG-1BH*
Description: Significant works of world literature from Ancient literatures to the Seventeenth Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-41**
**World Literature II: Seventeenth Century Through the Present** **3 Units**
(C-ID:ENGL 145)
UC, CSU
*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*
*Advisory: ENG-1B or ENG-1BH*
Description: Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-44**
**Poetry from the Twentieth Century to the Present** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-45**
**Modern Drama** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of dramas function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. (Letter grade or Pass/No Pass option.)

**ENG-48**
**Short Story and Novel from the Twentieth Century to the Present** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENG-50**
**Basic English Composition** **4 Units**
*Prerequisite: None*
*Advisory: ESL-55*
Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. This course is recommended for ESL 55 students before taking ENG 1A. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter grade only.)

**ENG-80**
**Preparatory Composition** **6 Units**
*Prerequisite: None*
Description: Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction is supplemented by writing lab activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.) (Letter grade only.)

**ENG-85**
**Writing Clinic (English)** **.50 Units**
*Prerequisite: None*
Description: Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-91**
**Academic Support for English 1A** **2 Units**
*Prerequisite: None*
*Corequisite: ENG-1A or ENG-1AH*
Description: Limited to students concurrently enrolled in a co-requisite English 1A class, English 91 provides students with additional support for English 1A. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, meta-cognitive reflection, and strategies for college success and using college resources. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

## ENGLISH AS A SECOND LANGUAGE

**ESL-46**
**Beginning American College English** **5 Units**
*Prerequisite: None*
*Advisory: Students should be aware that courses are taught in English*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL 47. Students will produce a minimum of 1,000 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass option.)

**ESL-47**
**Low-Intermediate American College English** **5 Units**
*Prerequisite: ESL-46 or ESL-846*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 48. Students will produce a minimum of 1,750 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass option.)

**ESL-48**
**Intermediate American College English** **5 Units**
*Prerequisite: ESL-47 or ESL-847*
Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 49. Students will produce a minimum of 3,000 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ESL-49**
**High-Intermediate American College English** **5 Units**
UC, CSU
*Prerequisite: ESL-48 or ESL-848*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 50. Students will produce a minimum of 4,500 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ESL-50**
**Advanced American College English** **5 Units**
UC, CSU
*Prerequisite: ESL-49 or ESL-849*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ESL-71**
**Basic Reading and Vocabulary** **4 Units**
*Prerequisite: None*
*Advisory: ESL-46 or ESL-846, Qualification for or enrollment in ESL 46/846 or higher.*
Description: Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-72**
**Intermediate Reading and Vocabulary** **4 Units**
*Prerequisite: None*
*Advisory: ESL-71 or ESL-47 or ESL-847, Qualification for or enrollment in ESL 47/847*
Description: Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course.) (Pass/No Pass only)

**ESL-73**
**High Intermediate Reading and Vocabulary** **4 Units**
*Prerequisite: None*
*Advisory: ESL-72 or ESL-48 or ESL-848, Qualification for or enrollment in ESL 48/848.*
Description: Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course.) (Letter grade or Pass/No Pass option.)

**ESL-90D**
**Special Topics in ESL: Verb Tense Review** **2 Units**
*Prerequisite: None*
*Advisory: Qualification for or enrollment in , ESL-47 or ESL-847 or higher*
Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-90L**
**Special Topics in English as a Second Language: Punctuation of Phrases and Clauses** **2 Units**
*Prerequisite: None*
*Advisory: ESL-53 or qualifying placement level*
Description: Conventions of punctuation use in American English. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-90M**
**Special Topics in English as a Second Language: Articles and Prepositions** **2 Units**
*Prerequisite: None*
*Advisory: ESL-53 or qualification for ESL 53 or higher*
Description: Basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-90P**
**Special Topics in ESL: Mastering Academic Vocabulary** **2 Units**
*Prerequisite: None*
*Advisory: ESL-47 or higher*
Description: Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-91**
**Oral Skills I: Beginning Oral Communication** **3 Units**
*Prerequisite: None*
*Advisory: ESL-46 or ESL-846 (qualification or concurrent enrollment)*
Description: This course emphasizes beginning conversation, pronunciation, and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas--shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-92**
**Oral Skills II: Intermediate Oral Communication** **3 Units**
*Prerequisite: None*
*Advisory: ESL-91 (completion) or ESL-47 or ESL-847 (qualification or concurrent enrollment)*
Description: This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course.) (Pass/No Pass only.)

**ESL-93**
**Oral Skills III: Advanced Oral Communication** **3 Units**
*Prerequisite: None*
*Advisory: ESL-92 or ESL-48 (completion) or ESL-48 or ESL-848 (qualification for enrollment)*
Description: This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course.) (Letter grade or Pass/No Pass option.)

**ESL-95**
**Pronunciation and Accent Reduction** **3 Units**
*Prerequisite: None*
*Advisory: Qualification for, or concurrent enrollment in, ESL-849 or ESL-49*
Description: Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels, and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. 54 hours lecture and 18 hours laboratory. (Non-degree credit course.) (Pass/No Pass only.)

# ENTREPRENEURSHIP

**ENP-50**
**Introduction to Entrepreneurship** **3 Units**
CSU
*Prerequisite: None*
Description: Designed for those interested in starting their own business, either as their primary income or extra income, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them, and 3) how to ensure they are valid business ideas with potential to meet profit goals. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future. 54 hours lecture. (Letter grade only.)

**ENP-51**
**Entrepreneurship Basics** **3 Units**
CSU
*Prerequisite: None*
Description: Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only.)

**ENP-52**
**Starting a Business with Limited Resources** **3 Units**
CSU
*Prerequisite: None*
Description: Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses, in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises. 54 hours lecture. (Letter grade only.)

**ENP-53**
**Money, Finance and Accounting for Entrepreneurs** **3 Units**
CSU
*Prerequisite: None*
Description: One of the more challenging aspects of entrepreneurship deals with financing. Determine how much you need and how entrepreneurial finance works: where, when, and how to get financing, equity, bootstraps, angel investors and venture capitalists. Learn the critical importance of leveraging resources. Discover what you really need to know about bookkeeping, accounting, and using numbers to make smarter decisions. 54 hours lecture. (Letter grade only.)

**ENP-54**
**Business Model Canvas and Presentations for Entrepreneurs** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations. 54 hours lecture. (Letter grade only.)

**ENP-55**
**Entrepreneurial Simulation - Capstone** **3 Units**
CSU
*Prerequisite: None*
Description: Challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation. 54 hours lecture. (Letter grade only.)

**ENP-70**
**Building an Entrepreneurial Team** **3 Units**
CSU
*Prerequisite: None*
Description: The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. Provides critical insights into the often overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. Upon successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers, and distribution of ownership. 54 hours lecture. (Letter grade only.)

**ENP-71**
**Solopreneurship** **3 Units**
CSU
*Prerequisite: None*
Description: Business opportunities develop in many forms, from sole-proprietors to corporations. A new and growing entity is the Solopreneur. This course will discuss the differences between the many types of solopreneurs such as freelancer, nomadic, and self-employed business owners. Students will learn about the Gig economy, legal business structures, e-commerce, networks, and key relationships. 54 hours lecture. (Letter grade only.)

# ETHNIC STUDIES

**ETS-1**
**Introduction to Ethnic Studies** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the academic discipline of Ethnic Studies. Ethnic Studies is unique as an educational experience that defines and redefines the lives of people of color from their own perspectives. This course is an intersectional investigation that focuses on the histories, cultures and experiences of African Americans, Latinx peoples, Asian American and Pacific Islander, Indigenous peoples of America, and Middle Eastern and Arab American. Additionally, this course shall explore the work of key theorists of race, ethnicity, de-colonization and futurity whose work and ideas have formed the basis of the discipline. This course is in dialogue with the creative historical work of social movements, cultural and artistic productions, legal and public policy activisms, indigenous and liberationist epistemologies, community and identity formation, and radical social and political thought. This course emphasizes ideologies of resistance, persistence, liberation struggle, and radical knowledge production that both confront and transform oppressive conditions and create new possibilities for social change.

**ETS-2**
**Introduction to Chicana/o/x Studies** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to the academic discipline of Chicana/o/x Studies. The course will focus on the varied experiences of Chicana/o/x people, including their history, identity, and culture. Key moments in the history of the Chicana/o/x population are highlighted from the pre-Columbian and Spanish colonial periods to the present. Emphasis is placed on analyzing the complexity and diversity of the culture and identity of the Chicana/o/x people, with focus on race and ethnicity, class, citizenship, gender, sexuality, and region.(Same as HIS-31) 54 hours lecture. (Letter grade only.)

**ETS-3**
**Introduction to African American Studies** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the discipline of African American Studies. African American Studies is unique as an academic discipline in that it defines and redefines the lives of Africana peoples from their own perspectives. Additionally, it will examine the sociological, political, economic, and philosophical perspectives on the experience of people of African ancestry in the United States and the diaspora. The values, experience, and cultural contributions of Black/African American individuals in the United States will be identified, examined, and authenticated. 54 hours lecture.

**ETS-7**
**Women of Color in the United States** **3 Units**
CSU
*Prerequisite: None*
Description: An interdisciplinary, multi-perspective, and comparative study of the experiences of women of color in the United States. The constructs of race, ethnicity, class, gender, and sexuality as they relate to social institutions and national ideologies will be explored. The examination and analysis of the historical, political, and economic influences that have informed the relationships between women of color and white women in the United States is foundational to this course. 54 hours lecture.

**ETS-8**
**Introduction to Black Feminism** **3 Units**
CSU
*Prerequisite: None*
Description: An interdisciplinary, multi-perspective, critical analysis, and comparative study of Black Feminism. Students will examine some of the key theories and ideas of Black Feminism and Black Feminist Thought, including womanist theory, the theory of intersectionality, and standpoint theory. The course will consider how Black women have challenged the intersecting effects of racism, sexism, classism, colonialism, homophobia, media exploitation, and other forms of social violence. Students will read major works, learn to engage in critical dialogue, and articulate their own positions concerning the basic ideas and principles of Black Feminism. The values, experience, and cultural contributions of Black feminist and/or Black womanist individuals in the United States will be identified, examined, and authenticated. 54 hours lecture.

**ETS-14**
**African American History I** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of the experience of Americans of African descent in America from the 1600s to 1865. The course begins with the history of African civilizations on the coast of West Africa, moves through the rise of slavery in the Americas, the origins and developments of American ideas about race, and the formation of African American culture(s) and identities. It then culminates with emancipation at the end of the Civil War. Although the history of African Americans is one of struggle and almost constant adversity, it is also one of strength and perseverance. In spite of the challenges, African Americans lived, loved, formed enduring communities, and created a unique culture. Since their involuntary arrival on the shores of North America during the early seventeenth century, Africans and their descendants confronted adversity by means of individual and collective action in numerous ways. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways African Americans have made their own history while simultaneously shaping and contributing to the history of the United States. (Same as HIS-14) 54 hours lecture.

**ETS-18**
**Survey of Native American Literature** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of Native American literature from early oral narrative to contemporary literature using the critical lens of ethnic studies. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Same as ENG-18) (Letter grade or Pass/No Pass option.)

**ETS-20**
**Survey of African American Literature** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of African American literature from the early oral tradition to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to African American prose, poetry, and fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual, and artistic trends of African American culture and their relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20 or ETS 20. 54 hours lecture. (Same as ENG-20) (Letter grade or Pass/No Pass option.)

**ETS-21**
**Latinx Politics** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in in the U.S. as well as the institutional relationship that Latinx groups have established and challenged within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations. 54 hours lecture. (Same as POL-21) (Letter grade only.)

**ETS-23**
**Race, Ethnicity, and Politics in America** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An examination of United States institutions of social, political and economic power from the history and experiences of minoritized populations such as African Americans, Latinas/os, Native Americans, Women, Asian Americans, and Immigrants. Students will analyze the U.S. Constitution as well the legislative, executive and judicial branches of governance with regard to citizenship, pluralism, and civil rights and liberties. Other emphases will be on diverse forms of political participation and how it influences U.S. institutions at the local, state and federal levels in movements towards achieving social justice. 54 hours lecture. (Same as POL-23) (Letter grade only.)

**ETS-24**
**Survey of Asian American Literature** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: A survey of Asian American literature from the mid-19th century to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to Asian American prose, poetry, drama, and fiction, as well as a basic understanding of the cultural, intellectual, and artistic trends of Asian American culture and their relationship to literature. 54 hours lecture. (Same as ENG-24) (Letter grade or Pass/No Pass option.)

**ETS-25**
**Latinx Literature of the United States** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH*
Description: Latinx literature of the regional United States in all genres from the early oral traditions, chronicles, and epic poems of the 15th through 19th centuries to the essays, poems, plays, and novels of 20th century authors. The course will also explore Latinx history, culture, and identity as expressed in the writings of American Latinx writers using the critical lens of ethnic studies. 54 hours lecture. (Same as ENG-25) (Letter grade or Pass/No Pass option.)

**ETS-27**
**Native American Cultures** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture. (Same as ANT-4) (Letter grade only.)

## FRENCH

**FRE-1**
**French 1** **5 Units**
UC, CSU
*Prerequisite: None*
Description: Develops basic skills in listening, reading, speaking, and writing. Emphasis on acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. Includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**FRE-2**
**French 2** **5 Units**
UC, CSU
*Prerequisite: FRE-1 or qualifying placement levels on the French assessment test or the equivalent.*
Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. Includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter grade or Pass/No Pass option.)

**FRE-8**
**Intermediate Conversation** **3 Units**
UC, CSU
*Prerequisite: FRE-2 or FRE-3 or FRE-4*
Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture, daily life, and topics of current interest. 54 hours lecture. (Letter grade or Pass/No Pass option.)

## GAME DEVELOPMENT

**GAM-1**
**Business of Video Games** **3 Units**
CSU
*Prerequisite: None*
Description: An introduction to the field of game development. Students will explore the job market, career paths and business aspects of game development professionals. 54 hours lecture. (Letter grade only.)

**GAM-2**
**History of Video Games** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A comprehensive study of the evolution of video games, including their technological and artistic antecedents, with analysis of how video games reflect the beliefs, aspirations and values of the cultures where they flourish. Study includes gameplay experience and analysis of notable game genres, identifying significant artistic and technological innovations. 54 hours lecture. (Letter grade only.)

**GAM-3A**
**Game Design** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamental techniques, concepts, vocabulary, and practical application of these skills towards the discipline of game design. 54 hours lecture. (Letter grade only.)

**GAM-3B**
**Advanced Game Design** **3 Units**
UC, CSU
*Prerequisite: GAM-3A*
Description: An advanced exploration of game design emphasizing gameplay tuning, focus group testing, analytics, and user experience. 54 hours lecture. (Letter grade only.)

**GAM-4A**
**Game Scripting** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A first course in programming for games stressing fundamental programming principles. Covers the logic structures and design paradigms that allow for fundamental interactions in digital games. 54 hours lecture. (Letter grade only.)

**GAM-4B**
**Advanced Game Scripting** **3 Units**
UC, CSU
*Prerequisite: CIS-17B or CSC-17B or CSC-18B or CIS-18B or GAM-4A*
Description: An advanced exploration of Game Scripting concepts. Emphasizes the use of design patterns, optimization, process, and efficiency in the activity of games programming. 54 hours lecture. (Letter grade only.)

**GAM-5A**
**Concept Art** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to digital drawing techniques using industry standard software. Covers the usage of digital drawing hardware and drawing skills with an emphasis on creative and conceptual expression. A course in sketching, digital drawing, matte painting, and visual ideation targeted towards the video games industry. Emphasizes topics in anatomy, perspective, color, mood, shape, and context. 54 hours lecture. (Letter grade only.)

**GAM-5B**
**Advanced Concept Art** **3 Units**
CSU
*Prerequisite: GAM-5A*
Description: An advanced course in concept art, focusing on iteration, speed, efficiency, precision, and working within constraints. Emphasizes form, function, narrative, context, and thorough exploration of ideas in a rapid and visual manner. 54 hours lecture. (Letter grade only.)

**GAM-6A**
**3D Digital Modeling** **3 Units**
CSU
*Prerequisite: None*
Description: Introduces concepts of 3D Modeling in a virtual environment. Emphasis is on the introduction of three-dimensional concepts, the use of modeling tools, and menu structures within applications of 3D design systems. 54 hours lecture. (Letter grade only.)

**GAM-6B**
**3D Animation** **3 Units**
CSU
*Prerequisite: GAM-6A*
Description: How to prepare an animation rig accurately and anatomically in a 3D simulation environment. Prepare previously created humanoid and creature 3D models and animate them using professional production techniques. 54 hours lecture. (Letter grade only.)

**GAM-7**
**Game Studio** **3 Units**
CSU
*Prerequisite: None*
Description: Introduction to practical game development techniques emphasizing team skills, project management, scope discipline, and task completion. Focuses on delivering finished projects for the purpose of portfolio or further development. 54 hours lecture. (Letter grade only.)

**GAM-8**
**Current Topics in Game Development** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-78A*
Description: A workshop class focusing on a single aspect or discipline of games development that is contemporary, modern, or of particular need in the games industry. 54 hours lecture. (Letter grade only.)

**GAM-200**
**Simulation and Game Development Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# GEOGRAPHY

**GEG-1**
**Physical Geography** **3 Units**
(C-ID:GEOG 110)
UC, CSU
*Prerequisite: None*
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only.)

**GEG-1H**
**Honors Physical Geography** **3 Units**
(C-ID:GEOG 110)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors Program.*
Description: The interacting physical processes of air, water, land, and life that impact Earths surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only.)

**GEG-1L**
**Physical Geography Laboratory** **1 Unit**
(C-ID:GEOG 111)
UC, CSU
*Prerequisite: None*
*Corequisite: GEG-1 or GEG-1H*
Description: Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory. (Letter grade only.)

**GEG-2**
**Human Geography** **3 Units**
(C-ID:GEOG 120)
UC, CSU
*Prerequisite: None*
Description: The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture. (Letter grade only.)

**GEG-3**
**World Regional Geography** **3 Units**
(C-ID:GEOG 125)
UC, CSU
*Prerequisite: None*
Description: A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture. (Letter grade only.)

**GEG-4**
**Geography of California** **3 Units**
(C-ID:GEOG 140)
UC, CSU
*Prerequisite: None*
Description: An introduction to California's physical and cultural diversity as well as the issues facing individual regions. The course introduces students to a geographic approach to observing, understanding, and explaining California's ethnic diversity, culture, environment, natural resources, geologic and human history, and environmental impact. Emphasis is placed on contemporary social, economic, and environmental issues that Californians are facing in the context of California's history and reputation as a leader in cultural, social, and technological innovation. Topics include the formation of California's physical landscapes and physiographic regions, natural resources, weather and climate, biogeography and ecology, environmental change, water resources, air quality, agriculture, technology and manufacturing, population, Native American history and demographic change, culture and ethnic and racial diversity. 54 hours lecture. (Letter grade only.)

**GEG-5**
**Weather and Climate** **3 Units**
(C-ID:GEOG 130)
UC, CSU
*Prerequisite: None*
Description: The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, wind, air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. Understanding the human impact on weather and climate is an important thread throughout the course. 54 hours lecture. (Letter grade only.)

**GEG-6**
**Geography of the United States and Canada** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An overview of the regions of the United States and Canada. Topics include physical geography, regional interactions and current political, economic, demographic and cultural issues. 54 hours lecture. (Letter grade only.)

**GEG-30A**
**Field Studies in Geography** **1 Units**
CSU
*Prerequisite: None*
Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only.)

**GEG-30B**
**Field Studies in Geography** **1 Units**
CSU
*Prerequisite: None*
Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only.)

**GEG-30C**
**Field Studies in Geography** **1 Units**
CSU
*Prerequisite: None*
Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only.)

**GEG-30D**
**Field Studies in Geography** **1 Units**
CSU
*Prerequisite: None*
Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only.)

# GUIDANCE

**GUI-45**
**Introduction to College** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. 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. (Letter grade or Pass/No Pass option.)

**GUI-46**
**Introduction Transfer Process** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Provides an introduction to the transfer process. Includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**GUI-47**
**Career Exploration and Life Planning** **3 Units**
UC, CSU
*Prerequisite: None*
Description: In depth career and life planning: Topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture. (Letter grade only.)

**GUI-48**
**College Success Strategies** **3 Units**
UC, CSU
*Prerequisite: None*
Description: This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 54 hours lecture. (Letter grade only.)

# HEALTH SCIENCE

**HES-1**
**Health Science (Same as BIO-35)** **3 Units**
UC, CSU
*Prerequisite: None*
Description: 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. (Letter grade only.)

# HISTORY

**HIS-1**
**World History to 1500** **3 Units**
(C-ID:HIST 150)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A survey of the historical development of global societies, major social, political, and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman Civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture. (Letter grade only.)

**HIS-2**
**World History since 1500** **3 Units**
(C-ID:HIST 160)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A survey of the evolution of modern world history from the 16th century emergence of new global political, economic, social, and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture. (Letter grade only.)

**HIS-6**
**United States History to 1877** **3 Units**
(C-ID:HIST 130)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture. (Letter grade only.)

**HIS-6H**
**Honors United States History to 1877** **3 Units**
(C-ID:HIST 130)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A*
*Limitation on enrollment: Enrollment in Honors Program*
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture. (Letter grade only.)

**HIS-7**
**United States History from 1865** **3 Units**
(C-ID:HIST 140)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A*
Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture. (Letter grade only.)

**HIS-7H**
**Honors United States History from 1865** **3 Units**
(C-ID:HIST 140)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A*
*Limitation on enrollment: (e.g. Performance tryout or audition) Enrollment in the Honors Program*
Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-7 and HIS-7H 54 hours lecture. (Letter grade only.)

**HIS-14**
**African American History I** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A survey of the experience of Americans of African descent in America from the 1600s to 1865. The course begins with the history of African civilizations on the coast of West Africa, moves through the rise of slavery in the Americas, the origins and developments of American ideas about race, and the formation of African American culture(s) and identities. It then culminates with emancipation at the end of the Civil War. Although the history of African Americans is one of struggle and almost constant adversity, it is also one of strength and perseverance. In spite of the challenges, African Americans lived, loved, formed enduring communities, and created a unique culture. Since their involuntary arrival on the shores of North America during the early seventeenth century, Africans and their descendants confronted adversity by means of individual and collective action in numerous ways. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways African Americans have made their own history while simultaneously shaping and contributing to the history of the United States. (Same as ETS-14) 54 hours lecture. (Letter grade only.)

**HIS-25**
**History of Mexico** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A general survey of the history of Mexico from its pre-conquest origins, Spanish Conquest and colonial society, independence and political evolution, foreign intervention and modernization, Revolution and reforms, and continued development to the present. The class examines political, economic, cultural, and social transformations of the country with attention to local and regional experiences. It also looks at Mexico's relationship to the rest of the world, particularly the United States, and how these relationships impact the nation politically, economically, culturally, and socially. 54 hours lecture. (Letter grade only.)

**HIS-26**
**History of California** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A survey of the history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture. (Letter grade only.)

**HIS-31**
**Introduction to Chicana/o/x Studies** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: Introduction to the study of the Chicana/o/x people, including their history, identity, and culture. Key moments in the history of the Chicana/o/x population are highlighted from the pre-Columbian and Spanish colonial periods to the present. Emphasis is placed on analyzing the complexity and diversity of the culture and identity of the Chicana/o/x people, with focus on race and ethnicity, class, citizenship, gender, sexuality, and region. (Same as ETS-2) 54 hours lecture. 54 hours lecture. (Letter grade only.)

**HIS-34**
**History of Women in the United States** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A study of the political, economic, social, and cultural history of women in the United States of America. An intersectional examination of women's diverse lives, identities, and status since the pre-colonial era, including: Native American women, British colonization, slavery, race, nationalism, the cult of domesticity, sexuality, gender identity, women's rights, women's suffrage, abolition, waves of feminism, women of color feminisms, legislative and political action, coalition building, Civil Rights Revolution, and concerns of the post-Civil Rights era. 54 hours lecture. (Letter grade only.)

## 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*
Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture. (Letter grade only.)

**HUM-4H**
**Honors Arts and Ideas: Ancient World Through the Late Medieval Period** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
*Limitation on enrollment: Enrollment in Honors Program*
Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture. (Letter grade only.)

**HUM-5**
**Arts and Ideas: Renaissance through the Modern Era 3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for English 1A*
Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to contemporary thought Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture. (Letter grade only.)

**HUM-5H**
**Honors Arts and Ideas:The Renaissance through the Modern Era** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for English 1A*
*Limitation on enrollment: Enrollment in Honors Program*
Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media,and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills-analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture. (Letter grade only.)

**HUM-8**
**Introduction to Mythology (Same as ENG-8)** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH and REA-83*
Description: A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Letter grade only.)

**HUM-9**
**American Voices** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture. (Letter grade only.)

**HUM-10**
**World Religions** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An introduction to the methods of the academic study of religion and analysis of the category of "religion." Provides a nonsectarian survey and analysis of the concepts, practices, and historical and cultural influences of major world religious traditions, which may include indigenous religions, such as Native American, African, Afro-Caribbean, and Oceanic religions; Asian-origin religions, such as Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, and Shinto; Middle Eastern-origin religions, such as Judaism, Christianity, Islam, and Zoroastrianism; and New Religious Movements, such as atheism, Scientology, Neopaganism, and New Age. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture. (Letter grade only.)

**HUM-10H**
**Honors World Religions** **3 Units**
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in Honors Program*
Description: An introduction to the methods of the academic study of religion and analysis of the category of "religion." Provides a nonsectarian survey and analysis of the concepts, practices, and historical and cultural influences of major world religious traditions, which may include indigenous religions, such as Native American, African, Afro-Caribbean, and Oceanic religions; Asian-origin religions, such as Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, and Shinto; Middle Eastern-origin religions, such as Judaism, Christianity, Islam, and Zoroastrianism; and New Religious Movements, such as atheism, Scientology, Neopaganism, and New Age. This Honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills – analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture. (Letter grade only.)

**HUM-11**
**Religion in America** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: HUM-10, REA-83 and qualification for ENG-1A*
Description: Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism, and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture. (Letter grade only.)

**HUM-16**
**Arts and Ideas: American Culture** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideas are examined from the colonial period through the present. 54 hours lecture. (Letter grade only.)

**HUM-18**
**Death: An Interdisciplinary Perspective** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for English 1A*
Description: An interdisciplinary study of death from historical, mythological, religious, philosophical, and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through works of literature, art, and philosophy. 54 hours lecture. (Letter grade only.)

**HUM-23**
**The Bible As Literature** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: ENG-1B or ENG-1BH and REA-83*
Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (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 PHI-11*
Description: An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture. (Letter grade only.)

# INTERDISCIPLINARY STUDIES

**ILA-1**
**Introduction to Tutor Training** **1 Unit**
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: 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-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. (Not graded)

# 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-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only.)

**JOU-20B**
**Newspaper: Intermediate** **3 Units**
CSU
*Prerequisite: JOU-20A*
Description: Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only.)

**JOU-20C**
**Newspaper: Advanced** **3 Units**
CSU
*Prerequisite: JOU-20B*
Description: Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only.)

**JOU-20D**
**Newspaper: Professional** **3 Units**
CSU
*Prerequisite: JOU-20C*
Description: Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only.)

**JOU-150**
**Introduction to Public Relations** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ENG-1A*
Description: An introduction to the principles, history and development, and professional practice of modern public relations as a function of managing relationships between an organization and its publics. Includes concepts of planning and executing effective communication strategies, including message design and distribution, for any organization. 54 hours lecture. (Letter grade only.)

**JOU-200**
**Journalism Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade only.)

# KINESIOLOGY

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. (Letter grade only.)

**KIN-10**
**Introduction to Kinesiology** **3 Units**
(C-ID:KIN 100)
UC, CSU
*Prerequisite: None*
Description: An introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture. (Letter grade only.)

**KIN-16**
**Introduction to Athletic Training** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory. (Letter grade only.)

**KIN-29**
**Soccer Theory** **3 Units**
UC, CSU
*Prerequisite: None*
Description: The study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture. (Letter grade only.)

**KIN-30**
**First Aid and CPR** **3 Units**
(C-ID:KIN 101)
UC, CSU
*Prerequisite: None*
Description: Theory and detailed demonstration of first aid care of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National Safety Council Advanced First Aid certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR certificate. 54 hours lecture. A fee of $25.00 for required certificates will be charged to the student and is not covered by CCPG. (Letter grade only.)

**KIN-35**
**Foundation for Fitness and Wellness** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Prepares students to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition, and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**KIN-36**
**Wellness: Lifestyle Choices** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Exploration of major health issues and behaviors in the various dimensions of health. The Dimensions of health and wellness include the social, physical, emotional, occupational, intellectual and spiritual. Emphasis is placed on the individual responsibility for personal health and the promotion of informed, positive health behaviors. Nutrition, physical activity, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare and environmental hazards and safety will be discussed. 54 hours lecture. (Letter grade only.)

**KIN-38**
**Stress Management** **3 Units**
UC, CSU
*Prerequisite: None*
Description: The nature,physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory. (Letter grade only.)

**KIN-200**
**Kinesiology Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/ professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade only.)

**KIN-A40**
**Karate, Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: 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, and A41 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-A41**
**Karate, Intermediate** **1 Unit**
UC, CSU
*Prerequisite: None*
*Advisory: KIN-A40*
Description: 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, and A41 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*
Description: Covers Beginning and Short Form Yang Style T'ai-chi ch'uan (taijiquan) routines. Beginning T'ai-chi form is a 24 movement routine, to introduce the student to basic walking stances along with hand movements. The Short Form is a 37 movement routine, providing emphasis on balance and fluidity of movement. Students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, flexibility, coordination, focus, and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade or Pass/ No Pass option.)

**KIN-A44**
**T'ai-chi Ch'uan, Intermediate** **1 Units**
UC, CSU
*Prerequisite: KIN-A43*
Description: A continuation of Yang Style T'ai-chi Ch'uan. Covers more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) 108 movement Long Form. Students will also learn standing and seated meditations, and supplemental exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A46**
**Hatha Yoga, Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: 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*
Description: 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-A62**
**Flag Football** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Skills, techniques, strategy, and rules of flag football. Emphasizes skill improvement, team unity, and safety procedures. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A64**
**Soccer** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. KIN-A40, and A41 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-A64A**
**Soccer, Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamental skills and lifetime fitness potential of soccer. Emphasis is placed on learning the basic skills, techniques and rules. Individual strategies for competition will be introduced. 54 hours laboratory. (Letter grade only.)

**KIN-A64B**
**Soccer, Intermediate** **1 Unit**
UC, CSU
*Prerequisite: KIN-A64A*
Description: Team offensive and defensive soccer strategies will be introduced along with individual soccer skills practiced and increased. Emphasis is placed on spatial awareness and body control necessary for practice and competition along with individual offensive and defensive soccer strategies. KIN-A64A, A64B, and A64C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only.)

**KIN-A64C**
**Soccer, Advance** **1 Unit**
UC, CSU
*Prerequisite: KIN-A64B*
Description: Offensive and defensive team strategies will be developed along with an increase in individual soccer skills. Emphasis is placed on team strategies, lifetime fitness and perfecting skill techniques. KIN-A64A, A64B, and A64C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only.)

**KIN-A75A**
**Walking for Fitness: Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: 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 and A75B 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**
UC, CSU
*Prerequisite: None*
*Advisory: KIN-A75A*
Description: 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 and A75B 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-A77A**
**Jogging for Fitness, Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Introduces basic fitness concepts to improve each individual's physical health and general well being. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength through jogging. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only.)

**KIN-A77B**
**Jogging for Fitness, Intermediate** **1 Unit**
UC, CSU
*Prerequisite: None*
*Advisory: KIN-A77A*
Description: Designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength by using stretching and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only.)

**KIN-A77C**
**Jogging for Fitness, Advanced** **1 Unit**
UC, CSU
*Prerequisite: None*
*Advisory: KIN-A77B*
Description: Designed for students of advanced fitness levels who would like to enhance and improve their cardiovascular fitness, overall strength and flexibility with more advanced jogging strategies. Progressive jogging techniques will be utilized in establishing jogging programs designed to promote improvements in cardiovascular endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength by using advanced stretching, muscle strengthening and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only.)

**KIN-A81A**
**Cardio and Strength Training, Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: An overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength, muscular endurance, and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A81B**
**Cardio and Strength Training, Intermediate** **1 Unit**
UC, CSU
*Prerequisite: KIN-A81A*
Description: Provides nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option)(Letter grade or Pass/No Pass option.)

**KIN-A81C**
**Cardio and Strength Training, Advanced** **1 Unit**
UC, CSU
*Prerequisite: KIN-A81B*
Description: Designed to enhance nutritional, cardiovascular, strength and flexibility concepts in order to create and apply a lifelong individual physical fitness program. KIN A81A and A81B and A81C are courses related in content and are limited enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A83**
**Kickboxing Aerobics** **1 Unit**
UC, CSU
*Prerequisite: None*
*Advisory: KIN-A67 or proficient skills in sand volleyball.*
Description: Basic fitness concepts as well as basic movement skills and exercises with the use of kickboxing in an aerobic format. Students will develop strength, flexibility, endurance, movement memory, balance, coordination and cardiovascular fitness. (Letter grade only.)

**KIN-A90A**
**Weight Training - Beginning** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Weight training course designed to teach students the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only.)

**KIN-A90B**
**Weight Training - Intermediate** **1 Unit**
*Prerequisite: KIN-A90A*
UC, CSU
Description: Weight training course for students who have a basic background in weight lifting. Emphasis is placed on furthering strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only.)

**KIN-A90C**
**Weight Training - Advanced** **1 Unit**
UC, CSU
*Prerequisite: KIN-A90B*
Description: Weight training course for students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only.)

## VARSITY SPORTS

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. Students are limited to 350 hours of attendance in each fiscal year for each sport for which no more than 175 hours is dedicated to the sport and no more than 175 hours is for conditioning or skill development in the sport. The varsity sports are:

**KIN-V01**
**Cross Country, Varsity, Men** **3 Units**

UC, CSU
*Prerequisite: None*
*Limitation on Enrollment: Retention based on successful tryout.*
Description: Designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. A highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-V10**
**Soccer, Varsity Men** **3 Units**

UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Retention based on successful tryout.*
Description: This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-V12**
**Cross Country, Varsity, Women** **3 Units**

UC/CSU
*Prerequisite: None*
*Limitation on Enrollment: Retention based on successful tryout.*
Description: Designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. A highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-V25**
**Soccer, Varsity, Women** **3 Units**

UC, CSU
*Prerequisite: None*
*Limitation on enrollment (e.g. Performance tryout or audition): Retention based on successful tryout.*
Description: Prepares student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of three times. 175 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-V78**
**Long Distance Running** **1 Unit**

UC/CSU
*Prerequisite: None*
*Limitation on Enrollment: Retention based on successful tryout.*
Description: Provides general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. This course may be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-V94**
**In-Season Sport Conditioning** **1 Unit**

UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Retention based on successful tryout.*
Description: Designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-V95**
**Out-Of-Season Sport Conditioning** **1 Unit**

UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Retention based on successful tryout*
Description: This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

# LIBRARY

**LIB-1**
**Introduction to Information Literacy** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information online and in print; and to answer research questions and develop new ones. Students will develop an understanding of access to and ethical use of information through the use of retrieval systems. 18 hours lecture. (Letter grade or Pass/No Pass option.)

# MANAGEMENT

**MAG-44**
**Principles of Management** **3 Units**
CSU
*Prerequisite: None*
Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing,controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter grade only.)

**MAG-47**
**Applied Business and Management Ethics (Same as BUS-47)** **3 Units**
CSU
*Prerequisite: None*
Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MAG-51**
**Elements of Supervision** **3 Units**
*Prerequisite: None*
Description: Overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MAG-53**
**Human Relations** **3 Units**
*Prerequisite: None*
Description: A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MAG-54**
**Employee Labor Relations** **3 Units**
Description: This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations, and ethics. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MAG-56**
**HRM: Human Resources Management** **3 Units**
CSU
*Prerequisite: None*
Description: Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter grade only.)

**MAG-200**
**Management Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition)*
*Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# MANUFACTURING TECHNOLOGY

**MAN-35**
**Computer Aided Manufacturing-Mastercam** **5 Units**
*Prerequisite: None*
*Advisory: CIS-1A*
Description: A course in computer-aided manufacture of parts and assemblies using MasterCam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course includes beginning and advanced programming. 63 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-36**
**General Machine Shop and Theory of Machining** **4 Units**
*Prerequisite: None*
Description: An introduction to the basic setup and operating of the lathe, mill, saw, drill press, and grinder. Safety, blueprint reading, measurement, shop math, tool grinding, bench work and layout, cutting concepts, and speed and feed calculations are also included. Emphasis will be on the fundamentals of bench work and layout related to the National Institute of Metalworking Skills (NIMS) standards. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-55**
**Occupational Safety and Health Administration (OSHA) Standards for General Industry (Same as ELE-55)** **1 Unit**
*Prerequisite: None*
Description: 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 or 18 hour general industry or construction industry training completion card. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**MAN-56**
**CNC Machine Set-Up and Operation** **4 Units**
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**MAN-57**
**CNC Program Writing** **3 Units**
*Prerequisite: None*
Description: Introduction to manual CNC program writing. 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. (Letter grade or Pass/No Pass option.)

**MAN-60**
**Hydraulic and Pneumatic Systems** **4 Units**
*Prerequisite: None*
*Advisory: DFT/ ENE-60 or MAT-52*
Description: Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-61**
**Robotics for Manufacturing (Same as ELE-61)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Presents the programming and control of robotic systems typically used in industry. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-63**
**LabVIEW Visual Programming for Automated Systems (Same as ELE-63)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: CIS-1A*
Description: Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**MAN-64**
**Programmable Logic Controllers (Same as ELE-64)** **3 Units**
CSU
*Prerequisite: None*
*Advisory: ELE-10 or ELE-11*
Description: Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-67**
**Programmable logic controllers using Siemens** **3 Units**
*Prerequisite: None*
*Advisory: ELE-11 or ELE-10*
Description: Fundamentals of programmable logic controllers using Siemens controls, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting, and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Same as ELE-67) (Letter grade or Pass/No Pass option.)

**MAN-68**
**Fundamentals of Maintenance** **4 Units**
**(Same as ELC-68)**
*Prerequisite: None*
Description: Foundational skills training for maintenance technicians. Introduction to the basic maintenance and repair methods used in the facility maintenance profession. Preventative maintenance methods and strategies are explored as students receive training in the use of electronic measuring devices, meters, and scopes. Topics include activities focused upon basic electrical skills, basic pneumatics and hydraulics, basic mechanical skills, basic plumbing, basic principles of refrigeration, refrigerants, refrigeration components, preventative and corrective maintenance. Completion of this basic course will prepare students for a job as a Facility Maintenance Technician. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-69**
**Fundamentals of Tooling and Test Equipment** **2 Units**
**(Same as ELC-69)**
*Prerequisite: None*
Description: An introduction to the tools and equipment used in the facility maintenance occupation, with an emphasis on the safe use, maintenance, and storage of a variety of tools and equipment. Introduces hand and power tools, test equipment, and wiring practices. 27 hours lecture and 27 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-72**
**Commercial and Industrial Electrical Wiring** **4 Units**
**(Same as ELC/ ELE-72)**
CSU
*Prerequisite: None*
Description: Wiring of commercial and industrial buildings including equipment grounding, service grounding, power distribution, conduit types, metal, plastic, flexible, bending and supporting, light distribution and blueprint reading. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-73**
**Electric Motors and Transformers** **4 Units**
**(Same as ELC/ ELE-73)**
*Prerequisite: None*
Description: Enables electricians to understand and effectively wire most standard DC motors, servos and steppers, as well as many AC motors, including single and poly-phase units, from fractional horsepower to multi-horsepower, industrial giants. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAN-74**
**Industrial Wiring and Controls**
**(Same as ELC/ELE-74)** **4 Units**
CSU
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**MAN-77**
**Electrical Theory for Electricians** **3 Units**
**(Same as ELC/ ELE-77)**
*Prerequisite: None*
Description: An introduction to electrical theory, Ohm's Law, magnetism, electromagnetism, voltage, resistance, current, inductance, capacitance, reactance, impedance, Watts, Volt-Amps, VARs, current control devices, sensors and actuators phase angle, power-factor, transformers, motors, power distribution systems, and proper usage of electrical test equipment (meters). Student will learn concepts of electrical power, energy, Kirchoff's Laws, along with basic math to solve fundamental electrical problems for both alternating current (A.C.) and direct current (D.C.) circuits. Student will learn basic electrical safety procedures, including the proper use and requirements for personal protective equipment (PPE). 36 hours lecture, 54 hours lab. (Letter grade or Pass/No Pass option.)

**MAN-200**
**Manufacturing Technology Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition)*
*Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

## MARKETING

**MKT-20**
**Principles of Marketing** **3 Units**
CSU
*Prerequisite: None*
*Advisory: BUS-10*
Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix place, product, price and promotion. 54 hours lecture. (Letter grade only.)

**MKT-40**
**Advertising** **3 Units**
CSU
*Prerequisite: None*
Description: Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MKT-41**
**Techniques of Selling** **3 Units**
CSU
*Prerequisite: None*
Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MKT-42**
**Retail Management** **3 Units**
CSU
*Prerequisite: None*
Description: An overview of management philosophies, strategies and practices regarding offline and online retail stores. Explores merchandising, location selection, operations, and customer service/retention aspects of retailing. 54 hours lecture. (Letter grade only.)

**MKT-200**
**Marketing Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# MATHEMATICS

**MAT-1A**
**Calculus I** **4 Units**
(C-ID:MATH 210)(C-ID: MATH 900S = MAT-1A + MAT-1B)
UC, CSU
*Prerequisite: MAT-10 or MAT-23 or qualifying placement level.*
Description: Functions, limits, continuity, techniques and applications of differentiation, the Fundamental Theorem of Calculus, and basic integration. 72 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAT-1AH**
**Honors Calculus I** **4 Units**
CSU
*Prerequisite: MAT-10 or MAT-23 or qualifying placement level*
*Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program.*
Description: Functions, limits, continuity, techniques and applications of differentiation, the Fundamental Theorem of Calculus, and basic integration. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher-level critical thinking skills. Students may not receive credit for both MAT-1A and MAT-1AH. 72 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAT-1B**
**Calculus II** **4 Units**
(C-ID:MATH 220)(C-ID: MATH 900S = MAT-1A + MAT-1B)
UC, CSU
*Prerequisite: MAT-1A*
Description: Techniques of integration, applications of integration, improper integrals, parametric equations, polar coordinates, infinite sequences and series. 72 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAT-1C**
**Calculus III** **4 Units**
(C-ID:MATH 230)
UC, CSU
*Prerequisite: MAT-1B*
Description: Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture. 18 hours lab. (Letter grade or Pass/No Pass option.)

**MAT-2**
**Differential Equations** **4 Units**
(C-ID:MATH 240)
UC, CSU
*Prerequisite: MAT-1B*
Description: This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter grade or Pass/No Pass option.)

# Moving Through Math at Norco College

Please visit the Counseling Department if you have any questions about the appropriate Math course(s) for your major. http://norcocollege.edu/services/counseling

## Science, Technology, Engineering, and Math Majors

**MAT-35*** ** Intermediate Algebra *5 units*

**MAT-36**** Trigonometry *4 units* | **MAT-136** Coreq. Support for MAT-36 *2 units*

**MAT-10*** Pre-Calculus *5 units*

**MAT-1A*** Calculus I *4 units*

**MAT-1B*** Calculus II *4 units*

**MAT-1C*** Calculus III *4 units*

*or*

**MAT-2*** Diff Equations *4 units*

*or*

**MAT-3*** Linear Algebra *3 units*

## Business Majors

**MAT-35*** ** Intermediate Algebra *5 units*

**MAT-5*** Calculus for Business & Life Sciences *4 units* | **MAT-105** Coreq. Support for MAT-5 *2 units*

## Liberal Studies / Social Science Majors

**MAT-42** Algebra for Statistics and Liberal Arts *6 units*

**MAT-25*** Math for Liberal Arts Students *3 units* | **MAT-125** Coreq. Support for MAT-25 *2 units*

*or*

**MAT-12*** Statistics *4 units* | **MAT-112** Coreq. Support for MAT-12 *2 units*

*or*

**MAT-35*** ** Intermediate Algebra *5 units*

**MAT-11*** College Algebra *4 units*

Non Degree Applicable | Minimum AA/AS Degree Applicable | Transferable and Degree Applicable

* UC/CSU Transferable ** CSU Transferable Only *** Associates Degree Applicable Only

**MAT-3**
**Linear Algebra** **3 Units**
(C-ID:MATH 250)
UC, CSU
*Prerequisite: MAT-1B*
Description: Examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformations and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-5**
**Calculus for Business and Life Science** **4 Units**
(C-ID:MATH 140)
UC, CSU
*Prerequisite: MAT-35 or appropriate placement.*
Description: A study of the techniques of calculus for majors in business, business administration, life and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, derivatives, integrals, exponential and logarithmic functions. 72 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-10**
**Precalculus** **5 Units**
(C-ID:MATH 155)
UC, CSU
*Prerequisite: MAT-36 or qualifying placement level*
Description: Preparation for calculus: Polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences, and series. Students cannot receive credit for MAT 10 if they have already received credit for MAT 23. 90 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-11**
**College Algebra** **4 Units**
(C-ID:MATH 150)
UC, CSU
*Prerequisite: MAT-35 or qualifying placement level*
Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course develop the understanding and use of real-world applications of polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-12**
**Statistics** **4 Units**
(C-ID: MATH 110) (C-ID: SOCI 125)
UC, CSU
*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level*
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-12H**
**Honors Statistics** **4 Units**
(C-ID:MATH 110)(C-ID: SOCI 125)
UC, CSU
*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level*
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-25**
**Mathematics for the Liberal Arts Student** **3 Units**
UC, CSU
*Prerequisite: MAT-35 or MAT-42 or qualifying placement level.*
Description:A college level survey course of selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, geometry, probability, statistics, and problem solving. You may cover 2 of the following topics: dimensional analysis, geometry, mathematics of different bases, or development of numerical systems from ancient cultures. It is designed for students majoring in liberal arts, education, or communication. Calculators or computers may be used for selected topics. 54 hours of lecture. (Letter grade or Pass/No Pass option.)

**MAT-32**
**Introduction to Symbolic Logic (same as PHI-32)** **3 Units**
(C-ID:PHIL 210)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: May not be taken if credit for Philosophy 32 has been granted*
Description: 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*
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-36**
**Trigonometry** **4 Units**
(C-ID:MATH 851)
CSU
*Prerequisite: MAT-35 and MAT-53 or appropriate placement*
Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of sines and cosines; polar coordinates; complex numbers; introduction to vectors and elements of geometry important to the foundation of trigonometry. 72 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-42**
**Algebra for Statistics and Liberal Arts** **6 Units**
*Prerequisite: MAT-64 or MAT-65 or MAT-90F*
Description: An Algebra for Statistics and Liberal Arts course designed to enable students to develop conceptual understanding and problem solving competence as preparation for college level statistical reasoning and liberal arts level math. This course integrates numeracy; proportional, algebraic and statistical reasoning; functions and modeling and focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communications of mathematics. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Emphasis is placed on modeling and problem solving, with techniques and manipulations covered in context. Throughout the course, Math success content will be integrated with mathematical topics. Credit earned does not count toward any degree, nor does it transfer. 108 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

**MAT-52**
**Elementary Algebra** **5 Units**
*Prerequisite: None*
Description: Examines the four basic operations of real numbers without the use of any calculating device. Variables will be covered as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 90 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

**MAT-53**
**College Geometry** **3 Units**
*Prerequisite: MAT-52 or qualifying placement.*
Description: A course covering the study of plane geometry and three dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**MAT-70A**
**Foundations of Data Science** **3 Units**
CSU
*Prerequisite: MAT-35 or qualifying placement level*
Description: Basic programming and statistical concepts. Includes programming for data cleansing, manipulation, visualization, and statistical computation for intelligence gathering. Students will apply common built-in language functions for analysis of real-world datasets, including global and local economic data, commercial business, document collections, and social networks. Also delves into machine learning and data driven decision-making using statistical concepts like hypothesis testing, confidence intervals via bootstrapping, regression and inference for regression, and predictive modeling. Students will also learn about social issues surrounding data privacy and ownership. 54 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAT-70B**
**Statistics for STEM** **4 Units**
CSU
*Prerequisite: MAT-10 or MAT-23 or qualifying placement level and MAT-70A*
Description: An introduction to descriptive and inferential statistics, emphasizing the combined use of mathematics and programming for Data Science applications. A hands-on experience with data analysis using modern statistical software, including the interpretation of statistical findings. Topics include numerical and graphical summarization of central tendency and spread, probability, normal, binomial, and Poisson distributions. This course also addresses sampling distributions, t-distribution, the chi-squared distribution, estimation, hypothesis testing, Analysis of Variance, linear and multiple regression, and non-parametric tests. Students will work with big data and complete a research project employing simple statistical inference and advanced modeling techniques. 72 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option.)

**MAT-105**
**Corequisite Support for Math 5** **2 Units**
*Prerequisite: Appropriate Placement*
*Corequisite: MAT-5*
Description: A concurrent co-requisite course containing geometry and algebra concepts designed to support students in Calculus for Business and Life Science. Topics include a review of skills developed in geometry and intermediate algebra: area and volume, factoring, graphing, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, functions including composition and inverses, and an in-depth focus on linear and quadratic functions. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT 5 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only.)

**MAT-112**
**Corequisite Support for Math 12** **2 Units**
*Prerequisite: Appropriate Placement*
*Corequisite: MAT-12*
Description: A concurrent corequisite course containing arithmetic and algebraic concepts designed to support students in Statistics. Topics include a review of skills developed in algebra: order of operations, scientific notation, conversion between fractions, decimals, and percents, solving linear equations, and using the symbols, notation, and vocabulary of algebra. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT-12 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only.)

**MAT-125**
**Corequisite Support for MAT-25** **2 Units**
*Prerequisite: Appropriate Placement*
*Corequisite: MAT-25*
Description: A concurrent corequisite course containing algebra concepts designed to support the students taking MAT-25 (Mathematics for Liberal Arts Students). Topics include a review of skills from an elementary and intermediate algebra course: Rounding integer values, translating phrases into mathematical expressions, solving problems using percent and decimals, evaluating expressions containing exponents, solving linear equations, applying the four basic operations to real numbers, graphing and writing linear equations using slope and y-intercept, and simplifying expressions using order of operations. Topics are taught strategically throughout the semester to provide "just in time" instruction of skills needed to master concepts in MAT 25 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass//No pass only.)

**MAT-136**
**Corequisite Support for MAT-36** **2 Units**
*Prerequisite: Appropriate Placement*
*Corequisite: MAT-36*
Description: A concurrent corequisite course containing algebra concepts designed to support students in Trigonometry. Topics include a review of skills developed in intermediate algebra: factoring, graphing linear and quadratic functions, operations on rational and radical expressions, linear and quadratic expressions and equations, and an in-depth focus on operations on functions, including composition and inverses. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT-36 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only.)

**MIC-1 MICROBIOLGY.**
**COURSE HAS CHANGED. SEE BIO-55.**

## MUSIC

**MUS-3**
**Fundamentals of Music** **4 Units**
(C-ID:MUS 110 MUS 125)
UC, CSU
*Prerequisite: None*
*Advisory: Concurrent enrollment in an appropriate level piano class*
Description: Through guided music notation and analysis, Fundamentals of Music incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords; basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of major and minor scales, modes, triads, and seventh chords. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only.)

**MUS-4**
**Music Theory I** **4 Units**
(C-ID:MUS 130 MUS 135)
UC, CSU
*Prerequisite: MUS-3 or the equivalent*
*Advisory: MUS-32B or concurrent enrollment in another class piano course.*
Description: Through guided composition and analysis, Music Theory I incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads, and seventh chords; basic cadential formulas and phrase structures; figured bass; non-harmonic tones; first-species counterpoint; and voice leading involving 4-part chorale writing. Development of skills in handwritten music notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only.)

**MUS-5**
**Music Theory II** **4 Units**
(C-ID:MUS 140 MUS 145)
UC, CSU
*Prerequisite: MUS-4 or the equivalent*
*Advisory: MUS-32C or concurrent enrollment in another class piano course.*
Description: Continued study and application of techniques acquired during Music Theory I. In addition, through guided composition and analysis, Music Theory II includes: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Laboratory includes chromatic sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only.)

**MUS-6**
**Music Theory III** **4 Units**
(C-ID:MUS 150 MUS 155)
UC, CSU
*Prerequisite: MUS-5 or the equivalent.*
*Advisory: MUS-32D or concurrent enrollment in another class piano course.*
Description: Continued study and application of techniques acquired during Music Theory II. In addition, through writing and analysis, Music Theory III includes Common Practice period and 20th Century techniques such as: Borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords; extended tertian harmony; polyharmony; quartal and secundal harmony; pandiatonicism; serialism; and aleatoric music. Laboratory includes post-Romantic and post-tonal sight singing and ear training activities that incorporate melodic, harmonic and rhythmic dictation. Keyboard activities require the playing of post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only.)

The following is a list of the classes that qualify for the "two unit performance class" corequisite requirement for MUS-12, 39, 79 and P12:

| | |
|---|---|
| MIS-10A | Norco Choir I |
| MIS-10B | Norco Choir II |
| MIS-11A | Studio Arts Ensemble I |
| MIS-11B | Studio Arts Ensemble II |
| MUS-33 | Vocal Jazz Ensemble |
| MUS-41 | Chamber Singers |

**MUS-19**
**Music Appreciation** **3 Units**
(C-ID:MUS 100)
UC, CSU
*Prerequisite: None*
Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening. Students may not receive credit for both MUS-19 and MUS-19H. 54 hours lecture. (Letter grade only.)

**MUS-19H**
**Honors Music Appreciation** **3 Units**
(C-ID:MUS 100)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors program*
Description: 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. (Letter grade only.)

**MUS-23**
**History of Rock and Roll** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A comprehensive study of rock and roll music from its origins to the present with an emphasis on the historical, musical, and sociological influences. Includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture. (Letter grade only.)

**MUS-25**
**Jazz Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture. (Letter grade only.)

**MUS-30**
**Class Voice** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory. (Letter grade only.)

**MUS-31**
**College Choir** **1 Unit**
(C-ID:MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first day of class.*
Description: A vocal ensemble of mixed voices dedicated to the study, rehearsal, and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory. 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. (Letter grade only.)

**MUS-32A**
**Class Piano I** **1 Unit**
(C-ID: MUS 170)
UC, CSU
*Prerequisite: None*
Description: This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 54 hours laboratory. (Letter grade only.)

**MUS-32B**
**Class Piano II** **1 Unit**
(C-ID: MUS 171)
UC, CSU
*Prerequisite: MUS-32A or the equivalent*
Description: Continuation of the skills studied in MUS 32A with a focus on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory. (Letter grade only.)

**MUS-32C**
**Class Piano III** **1 Unit**
(C-ID: MUS 172)
UC, CSU
*Prerequisite: MUS-32B or the equivalent*
Description: Continuation of the skills studied in MUS 32B with a focus on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading, and performance of intermediate-level piano learning pieces. 54 hours laboratory. (Letter grade only.)

**MUS-32D**
**Class Piano IV** **1 Unit**
UC, CSU
*Prerequisite: MUS-32C or the equivalent*
Description: Culmination of keyboard skills previously studied with a focus on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading, and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory. (Letter grade only.)

**MUS-33**
**Vocal Jazz Ensemble** **2 Units**
(C-ID:MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: Study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MUS-37**
**Class Guitar** **1 Unit**
UC, CSU
*Prerequisite: None*
Description: Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory. (Letter grade only.)

**MUS-38**
**Beginning Applied Music I** **2 Units**
(C-ID:MUS 160)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MUS-39**
**Applied Music I** **3 Units**
(C-ID:MUS 160)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting.*
*Corequisite: MUS-42 or enrollment in another one or two unit large ensemble course.*
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only.)

**MUS-41**
**Chamber Singers** **2 Units**
(C-ID:MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: Study, rehearsal, and public performance of literature for vocal chamber ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MUS-52**
**Recital Performance** **.50 Units**
UC, CSU
*Prerequisite: None*
*Corequisite: Concurrent enrollment in or prior completion of , MUS-39 or MUS-79 or MUS-P12 or MUS-12*
*Limitation on Enrollment (e.g. Performance tryout or audition): High competence in a performance medium.*
Description: Preparation and presentation of a 20-25 minute recital performance. 27 hours laboratory. (TBA option) (Letter grade only.)

**MUS-53 Keyboard Proficiency** **1 Unit**
UC, CSU
*Prerequisite: MUS-32D or the equivalent.*
Description: Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory. (Letter grade only.)

**MUS-65**
**Basic Musicianship** **2 Units**
UC, CSU
*Prerequisite: None*
Description: An introduction to the basic knowledge and skills needed to read music. Includes music reading, ear training, sight-singing, melodic dictation and harmonic dictation. 36 hours lecture. (Letter grade only.)

**MUS-67**
**Community Chamber Ensemble** **1 Unit**
(C-ID: MUS 180)
UC, CSU
*Prerequisite: None.*
*Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.*
Description: The study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only.)

**MUS-70**
**Guitar Lab Ensemble** **1 Unit**
(C-ID: MUS 180)
UC, CSU
*Prerequisite: MUS-37*
*Limitation on enrollment: Audition on or before first class meeting*
Description: Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory. (Letter grade only.)

**MUS-71**
**College Chorus** **1 Unit**
(C-ID: MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*
Description: An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal, and performance of a variety of choral literature. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory. (Letter grade only.)

**MUS-75**
**Advanced Vocal Ensembles** **1 Unit**
(C-ID:MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: Study, rehearsal, and public performance of literature written for advanced vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MUS-78**
**Beginning Applied Music II** **2 Units**
(C-ID: MUS 160)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. Course may be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MUS-79**
**Applied Music II** **3 Units**
(C-ID:MUS 160)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting.*
*Corequisite: Enrollment in a two-unit performance class.*
Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week 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. 162 hours laboratory. (Letter grade only.)

**MUS-81**
**Consort Singers** **2 Units**
(C-ID: MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*
Description: Study, rehearsal, and public performance of literature written for vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MUS-85**
**Intersession Chamber Ensembles** **.50 Units**
(C-ID: MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*
Description: Study and rehearsal of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only.)

**MUS-87**
**Applied Music Training** **1 Unit**
(C-ID:MUS 160)
UC, CSU
*Prerequisite: None*
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.(TBA option) (Letter grade only.)

**MUS-89**
**Music of Multicultural America** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture. (Letter grade only.)

**MUS-89H**
**Honors Music of Multicultural America** **3 Units**
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the RCCD Honors Program*
Description: An honors course that offers a comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture. (Letter grade only.)

**MUS-92**
**Basic Piano** **.50 Units**
UC, CSU
*Prerequisite: None*
Description: Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory. (Letter grade only.)

**MUS-93**
**The Business of Music** **3 Units**
(C-ID: CMUS 140 X)
CSU
*Prerequisite: None*
Description: An overview of the business side of performing, recording, and publishing music. Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys, and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising, and local arrangements. 54 hours lecture. (Letter grade only.)

**MUS-P70**
**Guitar Lab Ensemble II** **1 Unit**
(C-ID: MUS 180)
UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*
Description: 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. (Letter grade only.)

**MUS-200**
**Music Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

## MUSIC INDUSTRY STUDIES

**MIS-1A**
**Beginning Performance Techniques**
**For Studio Recording** **2 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: Introduction to practical performance techniques for the recording studio. Students will have the opportunity to participate in the planning process of a recording session utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for vocalists and instrumentalists. 108 laboratory hours. (Letter grade only.)

**MIS-1B**
**Intermediate Performance Techniques**
**For Studio Recording** **2 Units**
CSU
*Prerequisite: MIS-1A*
Description: Continuation of the skills studied in MIS-1A focusing on song collaboration, organization of vocals and instruments needed to record. Students will have the opportunity to participate in the planning process of a recording session utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for intermediate vocalists and instrumentalists. 108 hours laboratory. (Letter grade only.)

**MIS-1C**
**Advanced Performance Techniques**
**For Studio Recording** **2 Units**
CSU
*Prerequisite: MIS-1B*
Description: Advanced performance techniques for the recording studio. A continuation of the skills studied in MIS-1B the focus of this course is communication, song collaboration, studio session mapping. Students will have the opportunity to lead a collaborative group, duet or solo project toward successful completion/recording utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for advanced vocalists and instrumentalists. 108 hours laboratory. (Letter grade only.)

**MIS-2**
**Songwriting** **2 Units**
CSU
*Prerequisite: MUS-3*
Description: Introduction to popular songwriting techniques. Topics covered include chord structure, form, rhythm, melody, harmony, lyrics, chord progressions, preparing lead sheets and arranging. This course is ideal for vocalists and instrumentalists. 18 hours lecture and 54 hours laboratory. (Letter grade only.)

**MIS-3**
**Digital Audio Production 1** **4 Units**
CSU
*Prerequisite: None*
Description: This course introduces the techniques and elements of electronic music production. Topics include synthesis, sampling, MIDI sequencing and audio production. Students will create original compositions using electronic music techniques. Students taking this course will complete the official AVID coursework for Pro Tools 101 and 110 and will have the opportunity to obtain AVID Pro Tools User Certification. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**MIS-4**
**Digital Audio Production 2** **4 Units**
CSU
*Prerequisite: MIS-3*
Description: This intermediate course continues exploration and application of the elements and techniques of electronic music production. Topics include synthesis, sampling, MIDI sequencing and advanced audio production. Students will create original compositions using electronic music techniques. Students taking this course will complete the official AVID coursework for Pro Tools 201 and 210 and will have the opportunity to obtain AVID Pro Tools Operator Certification. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**MIS-7**
**Introduction To Music Technology** **3 Units**
CSU
*Prerequisite: None*
Description: This introductory course examines the terminology, equipment, techniques, and concepts related to music technology. The course will survey the principles and practices of audio, MIDI synthesis, notation, and audio recording utilizing hardware and software platforms. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**MIS-10A**
**Norco Choir I** **2 Units**
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: A mixed-voice ensemble dedicated to the performance of traditional choral music, popular vocal ensemble music, spirituals, choral jazz and other 20th century vocal works. Performances may include but are not limited to concerts on campus, in the community, studio recordings, TV tapings, movie appearances, celebrity concerts and national/international concert tours. Subsequent enrollment in additional semesters will provide the student with an opportunity for additional skill and competency development in the subject matter. May be taken a total of two times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MIS-10B**
**Norco Choir II** **2 Units**
UC, CSU
*Prerequisite: MIS-10A*
Description: A continuation of the skill development needed for the performance of traditional choral music, popular vocal ensemble music, spirituals, choral jazz and other 20th century vocal works. Performances may include but are not limited to concerts on campus, in the community, studio recordings, TV tapings, movie appearances, celebrity concerts and national/international concert tours. Subsequent enrollment in additional semesters will provide the student with an opportunity for additional skill and competency development in the subject matter. May be taken a total of two times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MIS-11A**
**Studio Arts Ensemble I** **2 Units**
(C-ID: MUS 185)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Audition on or before the first class meeting*
Description: An ensemble designed for instrumentalists and vocalists interested in the popular music and entertainment industries. This ensemble is open to: singers, guitarists, drummers, bassists, horn players, string players and keyboardists who work collaboratively to study, perform and/or record selected popular musical arrangements. The music studied in this class will be chosen from a diverse body of popular music literature. Subsequent enrollment will provide students an opportunity for additional skill development and competency in the subject area. May be taken a total of two times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MIS-11B**
**Studio Arts Ensemble II** **2 Units**
(C-ID: MUS 185)
UC, CSU
*Prerequisite: MIS-11A*
Description: A continuation of the skill development of instrumentalists and vocalists interested in the popular music and entertainment industries. This ensemble is open to: singers, guitarists, drummers, bassists, horn players, string players and keyboardists who work collaboratively to study, perform and/or record selected popular musical arrangements. The music studied in this class will be chosen from a diverse body of popular music literature. Subsequent enrollment will provide students an opportunity for additional skill development and competency in the subject area. May be taken a total of two times. 108 hours laboratory. (TBA option) (Letter grade only.)

**MIS-12**
**Live Sound Reinforcement** **3 Units**
(C-ID: CMUS 120 X)
CSU
*Prerequisite: None*
Description: This course is an overview of live concert sound reinforcement. This course focuses on the fundamentals of equipment set up and configuration, mixing surfaces, amplifiers, speakers, signal path, signal processing, microphones, monitoring and mixing techniques and acoustics. This course offers opportunities for hands-on experience in troubleshooting, sound checking and mixing live sound. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**MIS-13**
**Recording Studio Workshop I** **3 Units**
CSU
*Prerequisite: MIS-3 and MIS-12*
Description: This applied workshop course is a survey of the fundamental principles and practices of audio recording. Topics include sound and hearing, acoustics, the components of various recording systems and signal flow. It provides practical experience with audio hardware, software and recording techniques. Students will engage in digital audio workstation set up (DAWs) and operation, and will run studio and live sessions from set up to tear down. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**MIS-200**
**Music Industry Studies Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: 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.)

## PHILOSOPHY

**PHI-10**
**Introduction to Philosophy** **3 Units**
(C-ID:PHIL 100)
UC, CSU
*Prerequisite: None*
Description: A survey and exploration of significant questions in the philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture. (Letter grade only.)

**PHI-10H**
**Honors Introduction to Philosophy** **3 Units**
(C-ID:PHIL 100)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: A survey and exploration of significant questions in the philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills – analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture. (Letter grade only.)

**PHI-11**
**Critical Thinking** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. Focus on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture. (Letter grade only.)

**PHI-12**
**Introduction to Ethics** **3 Units**
(C-ID:PHIL 120)
UC, CSU
*Prerequisite: None*
Description: A survey of the three major subcategories of ethical theory: metaethics, normative ethics and applied ethics. 54 hours lecture. (Letter grade only.)

**PHI-19**
**Native American Thought** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Philosophical and religious beliefs and practices of Native Americans. Explores Native American history and thought regarding the relationship between humanity and the natural world, the nature of knowledge, and ethics and aesthetics of the First Peoples. Emphasis placed on Native American thought and its relevance to contemporary problems in philosophy and culture. 54 hours lecture. (Letter grade only.)

**PHI-22**
**Philosophy of Science** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: PHI-10 or PHI-11*
Description: An examination of philosophical ideas about the nature of scientific knowledge, how it enables us to understand the world, and the role of values in science. Historical and current examples from the various sciences will be used to explore these questions. The dependence of contemporary policy and personal decisions on scientific knowledge will also be explored. 54 hours lecture. (Letter grade only.)

**PHI-32**
**Introduction to Symbolic Logic** **3 Units**
**(Same as MAT-32)**
(C-ID:PHIL 210)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*
Description: Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**PHI-33**
**Introduction to Social and Political Philosophy** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: PHI-10 or PHI-11*
Description: An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communism, and modern political philosophy. 54 hours lecture. (Letter grade only.)

**PHI-34**
**Philosophical Survey of Sex, Gender, and Sexuality** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to philosophical approaches to the study of gender and sexuality. Analyzes historical traditions in world philosophy and contemporary philosophical problems in metaphysics, epistemology, philosophy of science and art, ethics, and social and political philosophy through the lens of gender and sexuality. Emphasis placed on historical and contemporary contributions of women, gender non-conforming or nonbinary individuals, and genderqueer individuals to philosophical analysis. Includes comparative analysis of world philosophies. 54 hours lecture. (Letter grade only.)

**PHI-35**
**Philosophy of Religion** **3 Units**
**(Same as HUM-35)**
UC, CSU
*Prerequisite: None*
*Advisory: PHI-10 or PHI-11*
Description: An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture. (Letter grade only.)

**PHI-36**
**Asian Philosophy** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Survey of classical South Asian and East Asian philosophical traditions (Brahmanical philosophy, Indian Buddhism, Jainism, Confucianism, Daoism, and the Buddhist philosophical traditions of Tibet, China, and Japan). Emphasis placed on inter-traditional and intra-traditional problems in the context of ethics, metaphysics, epistemology, and philosophy of mind. 54 hours lecture. (Letter grade only.)

# PHOTOGRAPHY

**PHO-20**
**Introduction to Digital Photography** **3 Units**
CSU
*Prerequisite: None*
Description: Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of a digital camera with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**PHO-27**
**Forensic & Crime Scene Photography** **3 Units**
**(Same as ADJ-27)**
CSU
*Prerequisite: None*
Description: The theory and practice of forensic and crime scene photography, with a specific focus upon the proficiency and development of technical photography skills in legal and field environments. Students will obtain an introduction to the basic principles of photography and significant academic and technical exposure and skill-building in forensic photography, with a focus upon photographic documentation of forensic environments, including crime scene photography, injury documentation, traffic collision and property damage, evidence photography, forensic light source photography, low light/nighttime scene photography, specialized crime scene photography, and proper and lawful photographic evidence collection. A comprehensive review of academic legal knowledge regarding the rules of evidence and crime scene investigation techniques as it relates to crime scene photography. 36 hours lecture and 54 hours laboratory. (Same as ADJ 27) (Letter grade only.)

# PHYSICAL EDUCATION

(See KINESIOLOGY)

# PHYSICAL SCIENCE

**PHS-1**
**Introduction to Physical Science** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Fundamental concepts of earth, space, and environmental science (astronomy, geology, meteorology, and oceanography) and principles of physics and chemistry, especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture. (Letter grade only.)

# PHYSICS

**PHY-2A**
**General Physics I** **4 Units**
(C-ID:PHYS 105)(C-ID: PHYS 100S = PHY-2A + PHY-2B)
UC, CSU
*Prerequisite: None*
*Corequisite: MAT-1A or AP MAT-1A*
Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: properties of matter; study of kinematics and mechanics, including Newtons laws, energy, momentum, and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**PHY-2B**
**General Physics II** **4 Units**
(C-ID: PHYS 100S = PHY-2A + PHY-2B)
UC, CSU
*Prerequisite: PHY-2A*
Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss Law, current, Ohm's Law, capacitance and inductance, Faradays Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**PHY-4A**
**Mechanics** **4 Units**
(C-ID:PHYS 205)
UC, CSU
*Prerequisite: None*
*Corequisite: MAT-1A or AP MAT-1A*
Description: Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**PHY-4B**
**Electricity and Magnetism** **4 Units**
(C-ID:PHYS 210)
UC, CSU
*Prerequisite: PHY-4A or AP PHY-4A*
*Corequisite: MAT-1B or AP MAT-1B*
Description: Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**PHY-4C**
**Heat, Light and Waves** **4 Units**
UC, CSU
*Prerequisite: PHY-4A or AP PHY-4A*
*Corequisite: MAT-1B or AP MAT-1B*
Description: Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction; introduction to special relativity and modern physics. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**PHY-10**
**Introduction to General Physics** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture. (Letter grade only.)

**PHY-11**
**Physics Laboratory** **1 Unit**
UC, CSU
*Prerequisite: None*
*Corequisite: PHY-10*
Description: An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation and laboratory demonstrations. 54 hours laboratory. (Letter grade only.)

# PHYSIOLOGY AND ANATOMY
(See BIOLOGY)

# POLITICAL SCIENCE

**POL-1**
**American Politics** **3 Units**
(C-ID:POLS 110)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: An introduction to the principles, structures, processes, and culture that inform American politics. Specific focus is placed on the development of the Constitution, the government it engenders, the development of the American polity, the formation of policy, and the connections between the national government and California's government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. (Letter grade only.)

**POL-1H**
**Honors American Politics** **3 Units**
(C-ID:POLS 110)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: An introduction to the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. (Letter grade only.)

**POL-2**
**Comparative Politics** **3 Units**
(C-ID:POLS 130)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the students understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. (Letter grade only.)

**POL-4**
**Introduction to World Politics** **3 Units**
(C-ID:POLS 140)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture. (Letter grade only.)

**POL-4H**
**Honors Introduction to World Politics** **3 Units**
(C-ID:POLS 140)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and-led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture. (Letter grade only.)

**POL-5**
**The Law and Politics** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture. (Letter grade only.)

**POL-7A**
**Current Political Issues A** **3 Units**
CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture. (Letter grade only.)

**POL-11**
**Political Theory** **3 Units**
(C-ID:POLS 120)
UC, CSU
*Prerequisite: None*
*Advisory: REA-83 and qualification for ENG-1A*
Description: This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture. (Letter grade only.)

**POL-13**
**Introduction American Foreign Policy** **3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: Qualification for ENG-1A*
Description: The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since W.W.II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, and global economic and political interdependence. 54 hours lecture. (Letter grade only.)

**POL-20**
**Latin American Politics** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An examination of the politics of contemporary governments in Latin America through various perspectives. Analyzes the domestic, as well as international effects, on the development of governments in Latin America, including the political, social and economic contexts and unique experiences of each nation-state of Latin America. Explores the various military interventions in politics throughout the region, the development of authoritarian governments, democratization, and the Pink Tide of the 21st century. 54 hours lecture. (Letter grade only.)

**POL-21**
**Latinx Politics** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in in the U.S. as well as the institutional relationship that Latinx groups have established and challenge within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations. 54 hours lecture. (Letter grade only.)

**POL-22**
**Politics of the Middle East** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Surveys the political and social institutions in the Middle East. Students will be introduced to the political history of key countries and the contemporary governments of the Arab states, Turkey, Iran and Israel. There will be a special emphasis on the role religion, oil, and socioeconomic factors play in regional conflict in the Middle East. 54 hours lecture. (Letter grade only.)

**POL-23**
**Race, Ethnicity and Politics in America** **3 Units**
UC, CSU
*Prerequisite: None*
Description: An examination of United States institutions of social, political and economic power from the history and experiences of minoritized populations such as African Americans, Latinas/os, Native Americans, Women, Asian Americans, and Immigrants. Students will analyze the U.S. Constitution as well the legislative, executive and judicial branches of governance with regard to citizenship, pluralism, and civil rights and liberties. Other emphases will be on diverse forms of political participation and how it influences U.S. institutions at the local, state and federal levels in movements towards achieving social justice. 54 hours lecture. (Letter grade only.)

## PSYCHOLOGY

**PSY-1**
**General Psychology** **3 Units**
(C-ID:PSY 110)
UC, CSU
*Prerequisite: None*
Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture. Students may not receive credit for both PSY-1 and PSY-1H. (Letter grade only.)

**PSY-1H**
**Honors General Psychology** **3 Units**
(C-ID: PSY 110)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the Honors Program*
Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture. (Letter grade only.)

**PSY-2**
**Biological Psychology** **3 Units**
(C-ID:PSY 150)
UC, CSU
*Prerequisite: PSY-1 or PSY-1H*
Description: The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture. (Letter grade only.)

**PSY-8**
**Social Psychology** **3 Units**
(C-ID:PSY 170)
UC, CSU
*Prerequisite: None*
Description: An introduction to the study of individual human behavior in relation to the social environment. It includes emphasized topics such as aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture. (Letter grade only.)

**PSY-9**
**Developmental Psychology** **3 Units**
(C-ID:PSY-180)
UC, CSU
*Prerequisite: None*
Description: Examines the prevailing theories and research of developmental psychology and the stages of human development from conception to death. 54 hours lecture. (Letter grade only.)

**PSY-10**
**Personal and Social Adjustment** **3 Units**
(C-ID: PSY 115)
UC, CSU
*Prerequisite: None*
Description: An applied biopsychosocial approach to prepare students for a lifelong understanding of themselves as integrated persons, taking into account the influence of culture, ethnicity, gender, and socioeconomic status. Explores opportunities for adjustment and growth in a variety of circumstances, such as family, work, and interpersonal relationships. Topics include personal development through the life cycle, biological, psychological, and social aspects of stress, personal coping skills, interpersonal communication, family relationships, and effective integration of work with leisure. 54 hours lecture. (Letter grade only.)

**PSY-11**
**Psychology of Human Sexuality** **3 Units**
CSU
*Prerequisite: None*
Description: Explores empirical findings and theories about topics related to human sexuality and intimate relationships from the areas of clinical, developmental, evolutionary, biological, and social psychology. Examines sexual attitudes, values and behaviors in the context of the student's own moral framework, cultural norms, and contemporary society. 54 hours lecture. (Letter grade only.)

**PSY-33**
**Theories of Personality** **3 Units**
UC, CSU
*Prerequisite: None*
Description: This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture. (Letter grade only.)

**PSY-35**
**Abnormal Psychology** **3 Units**
(C-ID:PSY 120)
UC, CSU
*Prerequisite: None*
Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture. (Letter grade only.)

**PSY-35H**
**Honors Abnormal Psychology** **3 Units**
(C-ID:PSY 120)
UC, CSU
*Prerequisite: None*
Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. Students will produce a minimum of 5,000 words of instructor-evaluated writing. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. 54 hours lecture. (Letter grade only.)

**PSY-48**
**Statistics for the Behavioral Sciences (Same as SOC-48)** **3 Units**
(C-ID: MATH 110) (C-ID: SOCI 125)
UC, CSU
*Prerequisite: MAT-35, MAT-37 or MAT-42 or qualifying placement level*
Description: Introduction to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture. (Letter grade only.)

**PSY-50**
**Research Methods in Psychology** **4 Units**
(C-ID:PSY 205B)
UC, CSU
*Prerequisite: PSY-1 and PSY-48 or SOC-48 or MAT-12 or MAT-12H*
Description: Introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory. (Letter grade only.)

## READING * NOW LISTED UNDER ACADEMIC LITERACY & READING

## REAL ESTATE

**RLE-80**
**Real Estate Principles** **3 Units**
CSU
*Prerequisite: None*
Description: The real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture. (Letter grade only.)

**RLE-81**
**Real Estate Practices** **3 Units**
CSU
*Prerequisite: None*
Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture. (Letter grade only.)

**RLE-82**
**Legal Aspects of Real Estate** **3 Units**
CSU
*Prerequisite: None*
Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.(Letter grade only.)

**RLE-83**
**Real Estate Finance** **3 Units**
CSU
*Prerequisite: None*
Description: Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture. (Letter grade only.)

**RLE-85**
**Real Estate Economics** **3 Units**
CSU
*Prerequisite: None*
Description: Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture. (Letter grade only.)

**RLE-200**
**Real Estate Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

## SOCIAL JUSTICE STUDIES

**SJS-110** **3 Units**
**Introduction to Social Justice Studies**
(C-ID: SJS 110)
UC, CSU
*Prerequisite: None*
Advisory: ENG-1A

Description: An intersectional examination of marginalized identities, including dimensions of race, ethnicity, gender, sexuality, and class in narrative and theoretical texts. Focus is on contemporary socioeconomic, cultural, and political issues in the US in comparative and historical context. Written and oral analysis of critical theories and practices for resistance, transformation, and liberation. 54 hours lecture. (Letter grade or Pass/No Pass option.)

# SOCIOLOGY

**SOC-1**
**Introduction to Sociology** **3 Units**
(C-ID:SOCI 110)
UC, CSU
*Prerequisite: None*
*Advisory: ENG-50*
Description: An introduction to the basic concepts relating to the study of society. Includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture. (Letter grade only.)

**SOC-1H**
**Honors Introduction to Sociology** **3 Units**
(C-ID:SOCI 110)
UC, CSU
*Prerequisite: None*
*Limitation on enrollment: Enrollment in the RCCD Honors Program*
Description: An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture. (Letter grade only.)

**SOC-2**
**American Social Problems** **3 Units**
(C-ID:SOCI 115)
UC, CSU
*Prerequisite: None*
Description: Identification and analysis of major social issues confronting contemporary 21st century America; emphasizing, among other topics, urban and rural transformations, family life, race and ethnic relations, gender, sexual orientation, criminal and delinquent behavior. 54 hours lecture. (Letter grade only.)

**SOC-3**
**Social Inequality** **3 Units**
UC, CSU
*Prerequisite: None*
Description: This course introduces students to the extent of inequality in its various forms in American society, the consequences of inequality for individual life chances and for society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture. (Letter grade only.)

**SOC-10**
**Race And Ethnic Relations** **3 Units**
(C-ID:SOCI 150)
UC, CSU
*Prerequisite: None*
Description: An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination and the concept of racism. The course brings into sharper focus the history and contemporary status of White ethnics, religious minorities, American-Indians, African-Americans, Hispanic-Americans, and women in the United States. Social institutions, such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the U.S. and other societies are closely examined. Students may not receive credit for both SOC-10 and 10H. 54 hours lecture. (Letter grade only.)

**SOC-10H**
**Honors Race and Ethnic Relations** **3 Units**
(C-ID: SOCI 150)
UC, CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Acceptance in the Honors Program.*
An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination and the concept of racism. The course brings into sharper focus the history and contemporary status of White ethnics, religious minorities, American-Indians, African-Americans, Hispanic-Americans, and women in the United States. Social institutions, such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the U.S. and other societies are closely examined. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher-level critical thinking skills. Students may not receive credit for both SOC-10 and 10H. 54 hours lecture. (Letter grade only.)

**SOC-12**
**Marriage and Family Relations** **3 Units**
(C-ID:SOCI 130)
UC, CSU
*Prerequisite: None*
*Advisory: SOC-1*
Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of 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. (Letter grade only.)

**SOC-15**
**Introduction to Women's Studies** **3 Units**
(C-ID: SJS 120)
UC, CSU
*Prerequisite: None*
Description: An introduction to the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, dis/ability, age, religion, and other systems of difference. 54 hours lecture. (Letter grade only.)

**SOC-20**
**Introduction to Criminology** **3 Units**
(C-ID:SOCI 160)
UC, CSU
*Prerequisite: None*
Description: An introduction to the fundamentals of Criminology; including surveys of the theories of crime, statistical procedures and research methodology, types of crime, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture. (Letter grade only.)

**SOC-47**
**Special Topics in Sociology** **3 Units**
CSU
*Prerequisite: None*
Description: Opportunity to focus on specialized topics and/or areas of Sociology. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter grade only.)

**SOC-48**
**Statistics for the Behavioral Sciences (Same as PSY-48)** **3 Units**
(C-ID: MATH 110) (C-ID SOCI 125)
UC, CSU
*Prerequisite: MAT-35, MAT-37 or MAT-42 or qualifying placement level*
Description: Introduction to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture. (Letter grade only.)

**SOC-50**
**Introduction to Social Research Methods** **3 Units**
(C-ID: SOCI 120)
UC, CSU
*Prerequisite: SOC-1 or SOC-1H*
Description: Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture. (Letter grade only.)

## SPANISH

**SPA-1**
**Spanish 1** **5 Units**
(C-ID:SPAN 100)
UC, CSU
*Prerequisite: None*
*Advisory: Completion of placement test to assess level of proficiency in Spanish.*
Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. Includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter grade or Pass/No Pass option.)

**SPA-2**
**Spanish 2** **5 Units**
(C-ID:SPAN 110)
UC, CSU
*Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent*
Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter grade or Pass/No Pass option.)

**SPA-3**
**Spanish 3** **5 Units**
(C-ID:SPAN 200)
UC, CSU
*Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test or the equivalent*
Description: Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**SPA-4**
**Spanish 4** **5 Units**
(C-ID:SPAN 210)
UC, CSU
*Prerequisite: SPA-3 or SPA-3N, qualifying placement level on the Spanish assessment test or the equivalent*
Description: Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade or Pass/No Pass option.)

**SPA-8**
**Intermediate Conversation** **3 Units**
UC, CSU
*Prerequisite: SPA-2 or SPA-2H or SPA-3 or SPA-3N or SPA-4*
Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life, and topics of current interest. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**SPA-11**
**Spanish Culture and Civilization** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to Spain's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**SPA-12**
**Latin American Culture and Civilization** **3 Units**
UC, CSU
*Prerequisite: None*
Description: Introduction to Latin America's complex and unique history, as reflected in language, literature, art, history, customs, religions, and its political and social institutions. Class conducted in English. 54 hours lecture (Letter grade, or Pass/No Pass option)

## SUPPLY CHAIN AUTOMATION

**SCA-1**
**Introduction to Automated Warehousing (same as SCT-1)** **3 Units**
*Prerequisite: None*
Description: An industrial technology overview course covering the basic knowledge and skills needed for supply chain technicians to successfully work in an automated distribution center. Introduction to the troubleshooting and maintenance of complex electromechanical systems is a major focus of this class. 36 hours lecture and 54 hours laboratory. MAT-35, MAT-37 or MAT-42 or qualifying placement level. (Letter grade only.)

**SCA-2**
**Industrial Automation** **4 Units**
CSU
*Prerequisite: None*
Description: An introduction to the principles of industrial automation technology, including basic functions, techniques, and tools used in warehousing and distribution centers and their role in logistics. Emphasis is placed on developing basic operations and maintenance competencies and introducing warehouse automated distribution center technology. Topics include safety, concepts concerning terminology, and operation of automated machines, tools, troubleshooting, blueprint analysis, measurement, electrical, pneumatic, and sensor operation. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**SCA-10**
**Industrial Automation 1** **5 Units**
CSU
*Prerequisite: None*
Description: An introduction to the principles of industrial automation technology, including basic functions, techniques, and tools used in warehousing and distribution centers and their role in logistics. Emphasis is placed on developing basic operations and maintenance competencies and introducing warehouse automated distribution center technology. Topics include safety, concepts concerning terminology, and operation of automated machines, tools, troubleshooting, blueprint analysis, measurement, electrical, pneumatic, and sensor operation. 72 hours lecture and 54 hours laboratory. (Same as IAT-10) (Letter grade or Pass/No Pass option)

**SCA-200**
**Supply Chain Automation Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# SUPPLY CHAIN TECHNOLOGY

**SCT-1**
**Introduction to Automated Warehousing (same as SCA-1)** **3 Units**
*Prerequisite: None*
Description: An industrial technology overview course covering the basic knowledge and skills needed for supply chain technicians to successfully work in an automated distribution center. Introduction to the troubleshooting and maintenance of complex electromechanical systems is a major focus of this class. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**SCT-200**
**Supply Chain Technology Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# THEATER ARTS

**THE-2**
**Play Practicum- Special Projects Laboratory I** **1 Unit**
UC, CSU
*Advisory: Acting and production skills desirable based on a successful audition.*
Description: Play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (Letter grade only.)

**THE-3**
**Introduction to the Theater** **3 Units**
(C-ID:THTR 111)
UC, CSU
*Prerequisite: None*
Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture. (Letter grade only.)

**THE-4**
**Play Practicum-Special Projects Lab II** **2 Units**
UC, CSU
*Prerequisite: None*
*Advisory: Acting and production skills desirable based on a successful audition.*
Description: A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. (Letter grade only.)

**THE-5**
**Theater Practicum** **3 Units**
(C-ID:THTR 191)
UC, CSU
*Prerequisite: None*
*Advisory: Acting and production skills desirable based on a successful audition*
Description: Play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. (TBA Option) (Letter grade only.)

**THE-9**
**Dramatic Literature-Script Analysis** **3 Units**
CSU
*Prerequisite: None*
Description: A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture. (Letter grade only.)

**THE-29**
**Musical Theater Appreciation** **3 Units**
UC, CSU
*Prerequisite: None*
Description: A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture. (Letter grade only.)

**THE-32**
**Acting Fundamentals - Theater Games and Exercises 3 Units**
(C-ID: THTR 151)
UC, CSU
*Prerequisite: None*
Description: Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory. (TBA Option) (Letter grade only.)

**THE-33**
**Scene Acting-Creating a Role 3 Units**
(C-ID:THTR 152)
UC, CSU
*Prerequisite: THE-32*
Description: Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actors body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**THE-34**
**Scene Study in Various Theatrical Styles 3 Units**
UC, CSU
*Prerequisite: THE-32*
Description: Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actors artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory. (TBA Option) (Letter grade only.)

**THE-35**
**Classical Acting with Emphasis in Shakespearean Verse 3 Units**
UC, CSU
*Prerequisite: THE-32*
Description: Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actors physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**THE-39**
**Acting for the Camera 3 Units**
UC, CSU
*Prerequisite: None*
*Advisory: THE-32*
Description: Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. Encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory. (Letter grade only.)

**THE-41**
**Elementary Stagecraft 3 Units**
(C-ID:THTR 171)
UC, CSU
*Prerequisite: None*
*Advisory: THE-2 and THE-4 and THE-5 and THE-6*
Description: Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory. (TBA Option) (Letter grade only.)

**THE-44**
**Theatrical Set Design 3 Units**
(C-ID:THTR 172)
UC, CSU
*Prerequisite: None*
*Advisory: THE-5 or THE-6 or THE-41*
Description: The study of the principles, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory. (TBA Option) (Letter grade only.)

**THE-46**
**Theatrical Costume Design 3 Units**
(C-ID:THTR 174)
UC, CSU
*Prerequisite: None*
*Advisory: ART-17 or ART-40*
Description: The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory. (Letter grade only.)

**THE-48**
**Theatrical Lighting Design** **3 Units**
(C-ID:THTR 173)
UC, CSU
*Prerequisite: None*
*Advisory: THE-5 or THE-6 or ART-23*
Description: The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory. (Letter grade only.)

**THE-200**
**Theatre Arts Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Limitation on Enrollment: (e.g. Performance tryout or audition) Students should have paid or voluntary employment.*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

# WORK EXPERIENCE

**WKX-200**
**General Work Experience** **1-4 Units**
CSU
*Prerequisite: None*
*Advisory: Students should have paid or voluntary employment*
Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass)

**WKX-201**
**General Work Experience** **1-3 Units**
CSU
*Prerequisite: None*
*Advisory: Students should have paid or voluntary employment.*
Description: This course is designed to coordinate the students occupational on-the-job training with related 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 or a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit. (Letter grade or Pass/No Pass)

# APPRENTICESHIP CREDIT COURSES

**APP-450**
**Apprenticeship Work Experience** **4 Units**
*Prerequisite: None*
Description: Opportunity to develop attitudes, skills, and knowledge consistent with their selected trade. A journeyman or professional mentor provides instruction and evaluation of skills expected of an apprentice. Emphasis is on trade employability skills and attitudes. Students complete apprenticeship work experience hours at approved training sites. This four-unit course requires 300 hours of paid work experience. Students may take up to 16 units of apprenticeship work experiences course offerings. (Letter grade or Pass/No Pass option.)

**ELE-400**
**Introduction to the Electrical Trades and Construction Safety** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory.

**ELE-401**
**Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Provides an introduction to algebraic and trigonometric concepts and application of their principles to solve basic electrical equations and layout conduit bends. Teaches the student to apply basic electrical theory to predict circuit behavior. Basic conduit bending techniques will be developed. The National Electrical Code will be introduced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-402**
**Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Electrician circuit analysis techniques, series, parallel, and combination DC circuits, test equipment, National Electric Code (NEC), and elementary 3-Phase AC circuits will be introduced. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-403**
**AC Circuit Concepts, Applied Electronics, and National Electric Code Applications** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Electrician AC theory including an exploration of inductance and capacitance and the effect of their combined reactants on AC circuits along with the application of electronic concepts and components. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-404**
**Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Digital logic concepts and their real-world application. Electrician identification, selection, and installation of electrical conductors in accordance with National Electrical Code (NEC). 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-405**
**Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Electrician studies of blueprints and specifications. Application of the National Electric Code will cover current protection, panel-boards, and lighting systems. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-406**
**Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Advanced concepts for blueprints and specifications. Study of motor design and application and National Electric Code concepts.45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-407**
**Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Techniques for controlling AC and DC motors; students examine conventional and cutting-edge technologies for power generation. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-408**
**Transformer Theory, Leadership, Management, and Test Equipment** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Explores electrician theory and field application of transformers, test equipment, including management and leadership principles for supervisors, along with special equipment for security systems for the grid. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-409**
**Electrician Specialty Systems** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Examines specialty electrical systems commonly found in building construction. Includes fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV & MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-420**
**Introduction to Sound/Communication Trade Industry** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: An introduction to the sound and communication industry. Students will examine the fundamentals of wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication. Basic math operations will be reviewed and reinforced. Care for breathing and cardiac emergencies along with basic first aid for use on both adults and children. Substance abuse will be addressed. 45 hours lecture and 54 hours laboratory. (Letter grade only.)

**ELE-421**
**Electrical Theory and Practices DC** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Study of floor and plot plans, basic blueprint reading and circuit drawing, theory of magnetism, DC and AC generators, motors and transformers, on-the-job safety, first aid, electrical code, telephony and data communications. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-422**
**Electrical Theory and Practices AC** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Study of apprenticeship, electrical inductance, capacitance and reactance, including grounded conductors, branch circuits, transformer principles, RCL circuits and filters. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-423**
**Semiconductor Electronics** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Study of solid-state electronic theory and components, diodes, transistors, SCR, triacs, diacs, IC amplifiers and op amps. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-424**
**Introduction to Digital Electronics and Signaling Devices** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Introduction to digital electronic technology and electronic equipment. Instruction includes basic digital systems, binary and decimal numbering systems, decision-making logic circuits, Boolean Algebra, flip-flops, counters, shift registers, encoders, decoders, ROMs, DC to AC converters and organization of these component blocks to accomplish manipulation of data. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-425**
**Management/Alarms/Codes/Circuits** **3.5 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: Introduction to management, installation of security and fire alarm systems, the National Electrical Code as it relates to alarm installation and circuits as applied to alarm systems. 45 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-499**
**Electrician Apprenticeship Work Experience** **1-4 Units**
*Prerequisite: None.*
*Limitation on Enrollment: Student must be a registered State indentured apprentice.*
Description: This course provides students the opportunity to work in the electricians apprenticeship program for the purpose of developing specific skills to meet the goals and objectives of the electricians Joint Apprenticeship and Training Committee (J.A.T.C.). Students complete work experience hours at approved training sites. Students may take up to 16 units total across all work experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one work experience course may be taken per semester. 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 only.)

## 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. Noncredit courses are approved by the District Curriculum Committee, the Board of Trustees and the state Chancellor's Office.

# ACADEMIC LITERACY & READING

**ALR-887**
**Reading Clinic** **0 Units**
*Prerequisite: None*
Description: This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Formerly REA-887) (Non-credit course.)

# ACCOUNTING

**ACC-801**
**Setting Up Quickbooks for Small Business** **0 Units**
*Prerequisite: None*
Description: Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only.)

**ACC-802**
**Monthly Procedures using QuickBooks** **0 Units**
*Prerequisite: None*
Description: Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only.)

**ACC-803**
**Year End Procedures with Quickbooks** **0 Units**
*Prerequisite: None*
Description: Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only.)

# EARLY CHILDHOOD EDUCATION

**EAR-810**
**Family Child Care – Our Business** **0 Units**
*Prerequisite: None*
Description: Meets the specific needs of the family child care provider. Introduction to requirements for obtaining a license to operate a family child care business. Emphasis will be given to licensing requirements, developing contracts, professionalism and health and safety. Topics will include: Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct, Thelma Harms Family Child Care Environment Rating Scale, licensing procedures, and family child care business practices. 8 hours lecture. (Pass/No Pass only.)

**EAR-811**
**Family Child Care – Our Curriculum** **0 Units**
*Prerequisite: None*
Description: Meets the specific needs of the family child care provider. Introduction to developmentally appropriate and culturally relevant curriculum. Emphasis on developing age appropriate activities and creating effective learning environment for children in a diverse family home day care setting. Topics include: Areas of development, age appropriate activities including language and literacy, math and science, music and movement, and creative arts; routines, schedules and systems; and the physical learning environment. 8 hours lecture. (Pass/No Pass only.)

**EAR-812**
**Family Child Care – Our Family and Community** **0 Units**
*Prerequisite: None*
Description: Meets the specific needs of the family child care provider. Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources. Emphasis on ages and stages of development, and effective communication and positive guidance for working in a diverse family home care setting. 8 hours lecture. (Pass/No Pass only.)

# ELECTRONICS

**ELE-810**
**Survey of Electronics** **0 Units**
*Prerequisite: None*
Description: Basic electronic theory featuring electron-flow, Ohm's, Watt's, and Kirchoff's Laws, analog DC and AC devises, 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. (Letter grade or Pass/No Pass option.)

**ELE-827**
**Technical Communications** **0 Units**
*Prerequisite: None*
Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture. (Letter grade or Pass/No Pass option.)

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

**ELE-864**
**Programmable Logic Controllers** **0 Units**
*Prerequisite: None*
*Advisory: ELE-10 or ELE-11*
Description: Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**ELE-874**
**Industrial Wiring and Controls** **0 Units**
*Prerequisite: None*
Description: 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. ((Letter grade or Pass/No Pass option.)

# ENGLISH AS A SECOND LANGUAGE

**ESL-801**
**ESL Support for Career and Technical Programs** **0 Units**
*Prerequisite: None*
*Advisory: ESL-53*
Description: This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Noncredit course. Pass/No Pass only.)

**ESL-846**
**Beginning American College English** **0 Units**
*Prerequisite: None*
*Advisory: Students should be aware that course is taught in English.*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL-847. Students will produce a minimum of 1,000 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass option.)

**ESL-847**
**Low-Intermediate American College English** **0 Units**
*Prerequisite: ESL-846 or ESL-46*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 848. Students will produce a minimum of 1,750 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass option.)

**ESL-848**
**Intermediate American College English** **0 Units**
*Prerequisite: ESL-847 or ESL-47*
Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 849. Students will produce a minimum of 3,000 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option.)

**ESL-849**
**High-Intermediate American College English** **0 Units**
*Prerequisite: ESL-848 or ESL-48*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 850. Students will produce a minimum of 4,500 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**ESL-85**
**Advanced American College English** **0 Units**
*Prerequisite: ESL-849 or ESL-49*
Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

## ENGINEERING

**ENE-851**
**Print Reading** **0 Units**
*Prerequisite: None*
*Advisory: ENE-21 or MAT-36*
Description: A beginning course in the study of blueprints and their interpretation, types of projection, symbols, and abbreviations. This course is designed for students interested in print reading for the machine trades. 54 hours lecture. (Letter grade or Pass/No Pass option.)

**ENE-862**
**Math for Automated Systems** **0 Units**
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

## ENTREPRENEURSHIP

**ENP-801**
**Facebook for Business** **0 Units**
*Prerequisite: None*
Description: Facebook is the most popular social network and a powerful tool for growing and promoting your business. Create effective profiles, pages, groups, and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing. 10 hours lecture. (Pass/No Pass only.)

**ENP-802**
**Pinterest and Instagram for Business** **0 Units**
*Prerequisite: None*
Description: Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to product high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand. 10 hours lecture. (Pass/No Pass only.)

**ENP-803**
**YouTube for Business** **0 Units**
*Prerequisite: None*
Description: Students learn to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Students learn to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes, and links. Uploading and editing film for YouTube is also covered. 10 hours lecture. (Pass/No Pass only.)

**ENP-804**
**Twitter for Business** **0 Units**
*Prerequisite: None*
Description: Students learn to set up a Twitter Business presence to leverage the power of real-time marketing, optimize and manage an account, and fi nd and follow influencers and leads. Includes engaging with prospects using tweets, RTs, DMs, follows, mentions, and hashtags. Students use tools to monitor feeds and schedule tweets, in addition to tracking the impact and measure the results of promoted tweets. 10 hours lecture. (Pass/No Pass only.)

**ENP-805**
**LinkedIn for Business** **0 Units**
*Prerequisite: None*
Description: LinkedIn is the world's most popular business-oriented social media networking platform. Students learn to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues, and connecting with businesses around the globe. 10 hours lecture. (Pass/No Pass only.)

**ENP-850**
**Introduction to Entrepreneurship** **0 Units**
*Prerequisite: None*
Description: Designed for those interested in starting their own business, either as their primary income or extra income, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them, and 3) how to ensure they are valid business ideas with potential to meet profit goals. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future. 54 hours lecture. (Letter grade only.)

**ENP-851**
**Entrepreneurship Basics** **0 Units**
*Prerequisite: None*
Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only.)

**ENP-852**
**Starting a Business with Limited Resources** **0 Units**
*Prerequisite: None*
Description: Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses, in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises. 54 hours lecture. (Letter grade only.)

**ENP-853**
**Money, Finance and Accounting for Entrepreneurs** **0 Units**
*Prerequisite: None*
*Course Credit Recommendation: Non-Credit*
Description: One of the more challenging aspects of entrepreneurship deals with financing. Determine how much you need and how entrepreneurial finance works: where, when, and how to get financing, equity, bootstraps, angel investors and venture capitalists. Learn the critical importance of leveraging resources. Discover what you really need to know about bookkeeping, accounting, and using numbers to make smarter decisions. 54 hours lecture. (Letter grade only.)

**ENP-854**
**Business Model Canvas and Presentations for Entrepreneurs** **0 Units**
*Prerequisite: None*
Description: Designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations. 54 hours lecture. (Letter grade only.)

**ENP-855**
**Entrepreneurial Simulation - Capstone** **0 Units**
*Prerequisite: None*
Description: Challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation. 54 hours lecture. (Letter grade only.)

**ENP-870**
**Building an Entrepreneurial Team** **0 Units**
*Prerequisite: None*
Description: The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. Provides critical insights into the often overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. Upon successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers, and distribution of ownership. 54 hours lecture.(Letter grade only.)

**ENP-871**
**Solopreneurship** **0 Units**
*Prerequisite: None*
Description: Business opportunities develop in many forms, from sole-proprietors to corporations. A new and growing entity is the Solopreneur. This course will discuss the differences between the many types of solopreneurs such as freelancer, nomadic, and self-employed business owners. Students will learn about the Gig economy, legal business structures, e-commerce, networks, and key relationships. 54 hours lecture. (Letter grade only.)

## MANUFACTURING

**MAN-856**
**CNC Machine Set-Up and Operation** **0 Units**
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**MAN-857**
**CNC Program Writing** **0 Units**
*Prerequisite: None*
Description: 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. (Letter grade or Pass/No Pass option.)

**MAN-860**
**Hydraulic and Pneumatic Systems** **0 Units**
*Prerequisite: None*
*Advisory: ENE-60 or MAT-52*
Description: Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

# PROFESSIONAL DEVELOPMENT STUDIES

**PDS-801**
**Leadership Skills** **0 Units**
*Prerequisite: None*
Description: Take your leadership from good to great by exploring and applying the top ten skills that every leader must have. 12 hours lecture. (Pass/No Pass only.)

**PDS-802**
**Supervisory Skills** **0 Units**
*Prerequisite: None*
Description: Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation, and management styles. 12 hours lecture. (Pass/No Pass only.)

**PDS-803**
**Increasing Productivity** **0 Units**
*Prerequisite: None*
Description: Personal productivity results from a combination of factors which all impact each other. Explore, dissect and analyze these factors to develop an individualized plan optimizing your effectiveness in both your professional and personal lives. Focus on personal empowerment and growth while weaving neuroscience theory to help you anchor the learning and understand brain function better. 12 hours lecture. (Pass/No Pass only.)

**PDS-804**
**Motivating Yourself and Others** **0 Units**
*Prerequisite: None*
Description: Individuals and leaders explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Apply alternative reward and recognition strategies to increase engagement in the workplace. 12 hours lecture. (Pass/No Pass only.)

**PDS-805**
**Difficult Conversations** **0 Units**
*Prerequisite: None*
Description; Unfortunately, the default tendency for millions remains to try to avoid difficult conversations because they don't know how to structure a discussion. Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided and applied to prepare for your next difficult conversation. 12 hours lecture. (Pass/No Pass only.)

**PDS-806**
**The Art of Negotiating and Collaborating** **0 Units**
*Prerequisite: None*
Description: Participants apply collaboration tools for building high-trust synergistic relationships, analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process. 12 hours lecture. (Pass/No Pass only.)

**PDS-807**
**Personality Styles and Difficult Relationships** **0 Units**
*Prerequisite: None*
Description: Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives. 12 hours lecture. (Pass/No Pass only.)

**PDS-808**
**Critical Thinking, Problem Solving and Decision Making** **0 Units**
*Prerequisite: None*
Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture.(Pass/No Pass only.)

**PDS-809**
**Business Writing in a Technological World** **0 Units**
*Prerequisite: None*
Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Pass/No Pass only.)

**PDS-810**
**Time Management** **0 Units**
*Prerequisite: None*
Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Pass/No Pass only.)

**PDS-811**
**High Impact Presentations and Proposals for the Work Place** **0 Units**
*Prerequisite: None*
Description: Participants will learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. 12 hours lecture. (Pass/No Pass only.)

**PDS-812**
**Workplace Communication Strategies** **0 Units**
*Prerequisite: None*
Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Pass/No Pass only.)

**PDS-813**
**Best Practices in Customer Service** **0 Units**
*Prerequisite: None*
Description: Apply practical strategies to retain a valuable customer base, diffuse difficult situations, and earn repeat business. Topics include: The anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers. 12 hours lecture.(Pass/No Pass only.)

**PDS-814**
**Closing Techniques That Win the Sale** **0 Units**
*Prerequisite: None*
Description: In any selling situation obstacles have to be overcome before a buying decision is reached. Learn to resolve objection effectively through a process that involves careful listening along with positive factual responses to buyer concerns. Learn techniques to address customers' emotional needs, get past the obstacles preventing them from buying, and build long-term customer relationships. 12 hours lecture. (Pass/No Pass only.)

**PDS-815**
**Winning Sales Scripts** **0 Units**
*Prerequisite: None*
Description: More and more sales are now being done "inside" with sales persons contacting perspective buyers using the phone and email. Learn how to maximize this revenue source and increase the effectiveness of "inside" sale using scripts. 12 hours lecture. (Pass/No Pass only.)

**PDS-816 : Personal Finance** **0 Units**
*Prerequisite: None*
Description: Overview of personal financial management skills, positive banking relations, and achieving financial security. Topics include: Personal budgeting; saving; credit; appropriate use of credit cards; banking services; consumer installment loans; and buying real estate. 18 hours lecture. (Pass/No Pass only.)

**PDS-817 : Financial Future** **0 Units**
*Prerequisite: None*
Description: Students will learn to review an individual financial situation, develop financial goals for retirement and identify appropriate means to achieve these goals. Topics will include: Financial goal setting; life insurance; different types of retirement accounts; and investment options. 9 hours lecture. (Pass/No Pass only.)

**PDS-818 : The Successful Job Search** **0 Units**
*Prerequisite: None*
Description: Students interested in getting a job or progressing in their current career will learn essential skills for successful transitions in the workplace. Topics covered include identifying job markets and industries, conducting a comprehensive job search, networking, creating a resume and cover letter, and effective interview techniques. 9 hours lecture. (Pass/No Pass only.)

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Section VII

# FACULTY

# RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY LECTURE

## 60th Distinguished Faculty Lecturer

**Dariush Haghighat, Ph.D.**
Professor, Political Science
Advisor, Model United Nations
Riverside City College

Each year the Academic Senate selects a faculty member to present the Distinguished Faculty Lecture. The faculty lecture began in 1961 and is the highest honor faculty can bestow a colleague. Dariush Haghighat, Ph.D., professor, Political Science and advisor to the Model United Nations, was selected to present the 60th Distinguished Faculty Lecture.

His presentation, Iran and America: A Troubled Past, A Turbulent Present; How Immigrants Caught in the Middle Offer Promising Contributions for the Path Forward, explored migrant lives in the United States who have been impacted by America's foreign policy.

"Growing up in Iran, I never planned - or even imagined - that I would permanently migrate to the United States, establish my professional career and my Iranian-American family," Haghighat said. "Yet, here I am on the verge of wrapping up one of the most memorable and rewarding academic careers at RCCD, all the while cherishing my three children who were born and raised in the United States.

"The America I imagined growing up in Iran proved to be vastly different from the country and the people with whom I ended up spending my entire adult life. The transition, which proved to be anything but smooth or easy, was nevertheless made possible due to higher education and cultural exchanges."

Haghighat provided a critical analysis of America's foreign policy towards the Middle East, in general, as well as his native land, Iran. In his lecture, he shared first-hand accounts of the impact of the turbulent relationship between the two countries that he loves and calls home, as well as cultural and political perspectives from the inhabitants of those countries regarding one another.

"Throughout the lecture I attempted to explore the role that institutions of higher education, such as our own beloved Riverside City College, play in the experiences of those immigrants directly impacted by American Foreign policy," he said. "Under our current administration, the United States is on the verge of a major political, socio-economic, and potentially destructive conflict in the Middle East. It will be up to educators and institutions of higher education to step into the limelight and lead the way towards common sense, sanity and constructive resolutions to some of the most difficult challenges that politicians on both sides have thrown at their people."

He added, he hoped his faculty lecture could provide an educated understanding of the plight of the millions of people who are directly impacted by American and Middle Eastern policies towards one another, as well as the role of educators, and especially the educated immigrants who are caught in the middle of the turbulent relationship between Iran and the United States, in presenting a more intelligent, constructive and rational alternative to the one presented to us by political pundits on both sides.

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.

## NORCO COLLEGE FACULTY

**ADAMS, LAURA** — **Professor, Psychology**
B.A., University of North Carolina; M.A., Ph.D., University of Arkansas. At Riverside Community College District since 2014.

**ADAMS, MARIA** — **Assistant Professor, Early Childhood Education**
B.A., Psychology, CSU, Dominguez Hills; M.A., Counseling Psychology/Marriage and Family Therapy, Argosy University. At RCCD since 2016.

**AGUILAR, RUBEN** — **Assistant Professor, Kinesiology**
B.S., M.S., California Baptist University. At Riverside Community College District since 2018.

**ALPAY, JOHN M.** — **Assistant Professor, Business Law**
B.A., University of California, Berkeley; M.B.A, University of California, Los Angeles, J.D. University of California, Los Angeles School of Law. At Riverside Community College District since 2020.

**ASHBY, HAYLEY** — **Professor, Library**
B.A., University of California, Riverside; M.L.I.S., San Jose State University; Ed.D., Brandman University. At Riverside Community College District since 2001.

**BADER, MELISSA** — **Professor, English**
B.A., University of Washington, M.A., California State Polytechnic University, Pomona. At Riverside Community College District since 2004.

**BECK, REX** — **Professor, Business Administration**
B.S., United States Military Academy at West Point; M.B.A., California State University, San Bernardino. At Riverside Community College District since 2002.

**BELL, KIMBERLY** — **Associate Professor, DRC Counseling**
B.A., California State University, Long Beach; M.S., California State University, Los Angeles. At Riverside Community College District since 2014.

**BOELMAN, PETER** — **Associate Professor, Economics**
B.A., Connecticut College, New London; M.A., University of Massachusetts at Amherst. At Riverside Community College District since 1994.

**MICHAEL BOBO** — **Assistant Professor, Humanities**
B.A., History/Political Science, Vanguard University; M.A., Humanities, CSU Dominguez Hills. At RCCD since 2017.

**BOUZIDI, DJEMOUI (DJ)** — **Assistant Professor, Physics**
B.S. Constantine University, M.S. and Ph.D., University of California, San Diego. At Riverside Community College District since 2020.

**BUCHANAN, COURTNEY** — **Associate Professor, Anthropology**
B.A., Pomona College, M.Litt., Ph.D., University of Glasgow. At Riverside Community College District since 2016.

**BURNETT, SARAH** — **Professor, Early Childhood Education**
B.S., Econ, The University of Wales, Swansea; M.S., The Johns Hopkins University; Ph.D., Claremont Graduate University. At Riverside Community College District since 2005.

**CAMACHO, STEVE** — **Assistant Professor, English**
B.A., M.A., California State Polytechnic University, Pomona; M.A., University College Cork, Ireland. At Riverside Community College District since 2018.

**CAMPO, PEGGY** — **Professor, Anatomy and Physiology**
B.S., Universidad Catolica de Cordoba; M.S., University of California, Riverside; M.A., Harvard University. At Riverside Community College District since 2008.

**CAPPS, NICOLE** — **Associate Professor, English**
B.A., M.A., California State Polytechnic, Pomona. At Riverside Community College District since 2009.

**CHACON, ROSINA** — **Professor, Counseling**
A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino; Ed.D. University of Southern California. At Riverside Community College District since 2011.

**CHANDLER, MEGHAN** — **Assistant Professor, Art History**
B.A., State University of New York - Stony Brook; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2020.

**CHUNG, ELISA** — **Associate Professor, Mathematics**
A.A., Fullerton; B.S., M.A., California State University, Fullerton. At Riverside Community College District since 1991.

**CLENDENNING, JEFF** — **Assistant Professor, Game Art**
B.S., Game Art and Design from the Art Institute; M.F.A., Painting from Laguna College of Art and Design. At Riverside Community College District since 2021.

**COMSTOCK, TAMI** **Associate Professor, English**
B.A., Western State College; M.A., University of Northern Colorado. At Riverside Community College District since 2009.

**COVARRUBIAS, ARACELI** **Associate Professor, Spanish**
A.A., Rancho Santiago Community College; B.A., M.A., California State University, Long Beach. At Riverside Community College District since 2015.

**COVERDALE, JOHN** **Professor, Computer Information Systems**
B.A., Occidental College; B.S., M.S., Azusa Pacific University. At Riverside Community College District since 1997.

**DAVIS JR., ANTHONY "SEAN"** **Assistant Professor**
B.A., California State University, San Bernardino; M.S., California State University, San Bernardino. At Riverside Community College District since 2018.

**DEGUZMAN, JOSEPH S.** **Associate Professor, Mathematics**
B.S., Mapua Institute of Technology; M.S., M.L.Q. University, Manila, Philippines. At Riverside Community College District since 2001.

**DELGADO, RICHARDO** **Assistant Professor, Mathematics**
B.A., M.S., University of Colorado. At Riverside Community College District since 2020.

**DOBSON, JESSICA** **Assistant Professor, English**
B.A., University of California, Berkeley; M.A., California State University, Long Beach. At Riverside Community College District since 2016.

**DOUCETTE, ERIC** **Assistant Professor, Business Administration**
B.A., The Masters College; M.B.A., California State University, San Bernardino. At Riverside Community College District since 2016.

**DRAINVILLE, JAKE** **Assistant Professor, Anatomy and Physiology**
B.S., M.S. Cal Poly Pomona. At Riverside Community College District since 2020.

**ELIZALDE, ANDRES** **Associate Professor, English**
B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

**FINLEY, JAMES** **Associate Professor, Multimedia**
B.A., California State University, San Bernardino. At Riverside Community College District since 2012.

**FRANCO, NICHOLAS** **Associate Professor, Counseling**
A.A., Fullerton College; B.A., California State University, Fullerton; M.S., University of La Verne. At Riverside Community College District since 2009.

**FREWING, JANET** **Associate Professor, Mathematics**
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**FRIEDRICH FINNERN, TERESA** **Professor, Biology**
B.S., Hope College; M.S., Ph.D., University of Michigan. At Riverside Community College District since 2006.

**GRAHAM, GLEN** **Instructor, Electronics**
B.S., California State University, San Bernardino. At Riverside Community College District since 2016.

**GRAY, ALEXIS** **Professor, Anthropology**
B.A., California State University, Los Angeles; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 2006.

**GUTIERREZ, MONICA** **Professor, Biology**
B.S., University of California, Irvine; Ph.D., University of California, Los Angeles. At Riverside Community College District since 2004.

**HARRIS, VIVIAN** **Associate Professor, Library**
B.A., California State University, Long Beach; M.L.I.S., San Jose State University; M.S., California State University, East Bay. At Riverside Community College District since 2005.

**HERNANDEZ, LISA** **Assistant Professor, English**
B.A., California State Polytechnic University, Pomona; M.A., California State Polytechnic University, Pomona. At Riverside Community College District since 2008

**HILL, JANET** **Assistant Professor, Sociology**
B.A., UC Berkely, M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2001.

**HITCHCOCK, DOMINIQUE** **Professor, Spanish/French**
A.A., B.A., M.A., Ph.D., (Highest Honors) Université de Paris Sorbonne, Paris IV. At Riverside Community College District since 1996.

**HUTCHINGS, CAROLINE** **Assistant Professor, Math**
B.S., University of Utah; MStat, University of Utah. At Riverside Community College District since 2020.

**IIISCUPIDEZ, MARISA** **Associate Professor, Counseling**
A.A., Mount San Antonio College; B.A., California State University, San Bernardino; M.A., University of San Diego. At Riverside Community College District since 2011.

**JOHNSON, ASHLEE** **Assistant Professor, Engineering**
B.S., University of California, Irvine; M.S., California Baptist University. At Riverside Community College since 2018.

**JIMENEZ, KIANDRA** **Assistant Professor, English**
B.A., California Baptist University; M.F.A., Antioch University; At Riverside Community College District since 2019.

**JOHNSON, BRIAN D.** **Associate Professor, Mathematics**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.

**JURADO, MARIA** **Assistant Professor, Counseling**
B.A., M.S., California State University, Los Angeles; Ed.D., University of Southern California. At Riverside Community College District since 2016.

**JUSTICE, STARLENE** **Assistant Professor, Geography**
M.A., Social Sciences; CSU, San Bernardino; B.S. Geography; CSU, San Bernardino. At RCCD since 2012.

**KAMERIN, KIM** **Associate Professor, Music**
B.A., University of Nevada, Las Vegas; M.A., University of Nevada, Reno. At Riverside Community College District since 2013.

**KERR, BRADY** **Instructor, Music Industry Studies**
At Riverside Community College District since 1999.

**KHOSROW, RAD** **Assistant Professor, Electronic**
B.S., M.S., University Of California, Los Angeles; Ph.D. University of Idaho. At Riverside Community College since 2013.

**KRAMER, AMY** **Assistant Professor, Counseling**
A.S., Mt. San Antonio College; B.S., Cal Poly Pomona; M.A., University of La Verne. At Riverside Community College since 2016.

**KYRIAKOS, STEPHANY** **Associate Professor, History**
B.A. (summa cum laude), University of Colorado; M.Phil., Ph.D., Yale University. At Riverside Community College District since 1999.

**LEE, VIRGIL** **Assistant Professor, Chemistry**
B.S., California State University, Los Angeles; M.B.A., University of California, Los Angeles; Ph.D., Stanford University. At Riverside Community College District since 2016.

**LEWIS, MARK E.** **Associate Professor, Communication Studies**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.

**LINDEMAN, MEGAN** **Assistant Professor, Art**
B.F.A., Rhode Island School of Design, M.F.A, Claremont Graduate University. At Riverside Community College District since 2014.

**LOPEZ, BIBIANA** **Assistant Professor, Mathematics**
B.S., M.S., University of Riverside. At Riverside Community College District since 2018.

**LUGO, CHRISTOPHER** **Assistant Professor, Chemistry**
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2017.

**MARTIN, ADAM** **Assistant Professor, Business Administration/Entrepreneurship**
B.S., M.S., University of Utah. At Riverside Community College District since 2019.

**MARTIN, LISA** **Assistant Professor, Counseling**
B.A., California State University, San Bernardino; M.A., University of Redlands. At Riverside Community College District since 2017.

**MIDGETT, JETHRO** **Associate Professor, Counseling**
B.A., University of California, Riverside; M.A., California Baptist University. At Riverside Community College District since 2015.

**MIRZAEI, FARSHID** **Assistant Professor, Drafting**
M.S., University of Tehran. At Riverside Community College District since 2018.

**MOORE, AMMANDA** **Assistant Professor, English**
B.S., M.A., California State University Fullerton. At Riverside Community College District since 2013.

**MOORE, BARBARA** **Associate Professor, Biology**
B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.

**MOORE, JOHN** **Associate Professor, Counseling**
B.A., M.A., Azusa Pacific University. At Riverside Community College District since 2011.

**MORENO, ADRIANA** **Assistant Professor, Counseling**
B.A., U.C. Davis, M.A., University of Southern California. At Riverside Community College District since 2019.

**MORFORD, NATALIE** **Assistant Professor, English**
B.A., University of California, Santa Barbara; M.A., San Diego State University. At Riverside Community College District since 2016.

**MULARI, JEFFREY** **Associate Professor, Mathematics**
B.S., California Baptist University; M.S., University of California, Riverside. At Riverside Community College District since 2008.

**MUTO, JAN** **Associate Professor, Communication Studies**
B.A., M.A., University of Delaware; Ph.D., University of Utah. At Riverside Community College District since 2010.

**NELSON, LISA** **Professor, English**
B.A., B.F.A., University of South Maine; M.A., University of California, Riverside; Ph.D., Columbia University. At Riverside Community College District since 2005.

**OLAERTS, ANA-MARIE** **Associate Professor, Communication Studies**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2006.

**OWENS, LINDSAY M.** **Assistant Professor, Physics**
B.S., M.S., Wright State University; Ph.D., University of Cincinnati. At Riverside Community College District since 2021.

**PARK, STEPHEN** **Associate Professor, Mathematics**
B.S., University of Southern California; M.A., California State University, Fullerton. At Riverside Community College District since 2009.

**PAYÁN, DAVID A.** **Associate Professor, Counseling**
A.A., East Los Angeles College; B.A., University of California, Riverside; M.A., San Diego State University. At Riverside Community College District since 1991.

**PERRY, JUDY** **Professor, Computer Information Systems**
B.S., Oklahoma State University; M.S., University of Southern California. At Riverside Community College District since 1994.

**POPIDEN, SANDRA** **Associate Professor, Political Science**
B.A., Loyola Marymount University; M.A., Ph.D., University of California, Santa Barbara. At Riverside Community College District since 2015.

**QUINTANAR, BRITTNEE** **Visiting Assistant Professor, Counseling**
A.A. San Bernardino Valley College; B.A., CSU San Bernardino; M.A., University of Redlands. At Riverside Community College District since 2019

**READE, DANIEL** **Assistant Professor, English**
B.A., Brown University; M.A., University of Carolina and California State, San Bernardino. At Riverside Community College District since 2016.

**REYES, JESUS** **Assistant Professor, Biology/Anatomy & Physiology**
B.S., M.S., California State University, Long Beach. At Riverside Community College District since 2019.

**ROMERO, EDWIN** **Associate Professor, Social & Behavioral Sciences/Student Activities Coordinator**
B.A., M.A., California State Polytechnic University, Pomona; Ph.D., Azusa Pacific University. At Riverside Community College District since 2018

**ROMERO, ESTRELLA** **Associate Professor, Communication Studies**
B.A, M.A., California State University, Fullerton, Ph.D. at Claremont Graduate School. At Riverside Community College District since 2019.

**ROBLES, ANDY** **Associate Professor, Mathematics**
B.S., M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1999.

**ROY, AARON** **Assistant Professor, Chemistry**
B.S. California State University, San Bernardino, Ph.D. University of California, Irvine. At Riverside Community College District since 2020.

**RUIZ, JESSIAH** **Assistant Professor, Computer Science, CIS**
B.A., California State University, San Bernardino; M.S., Cal State Fullerton; M.A., Laguna College of Art and Design. At Riverside Community College District since 2020.

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**SENTMANAT, JOSE M** **Assistant Professor, Philosophy**
B.A., Florida International University; M.A., University of Riverside. At Riverside Community College District since 2010.

**SHIRINIAN, MARGARITA** **Associate Professor, English as a Second Language**
B.A., Moscow State Pedagogical University; M.A., California State University, Northridge; Ed.D in Education with a specialization in TESOL, Northcentral University, AZ. At Riverside Community College District since 2005.

**SLONIGER, MITZI A.** **Associate Professor, Reading**
B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College District since 2000.

**STANDEN, SUSAN V.** **Assistant Professor, Anatomy/Physiology & Biology**
B.A., University of California, Berkeley, M.S., Case Western Reserve University; At Riverside Community College District since 2011.

**STEVENS, WALTER** **Professor, Theater Arts**
B.A., M.F.A., University of California, Irvine. At Riverside Community College District since 1994.

**THOMAS, JAMES W.** **Professor, Construction Technology**
A.A., AS., Chaffey College; A.A., San Bernardino Valley College; B.A., Prescott College; M.P.A., California State University, San Bernardino; D.P.A., University of La Verne. At Riverside Community College District since 2000.

**TYLER, JODY** **Assistant Professor, Chemistry**
B.S., University of Evansville, Indiana; M.S., Ph.D., University of California, Irvine. At Riverside Community College District since 2016.

**VELA, JESUS** **Assistant Professor, Electricity**
B.S., University of Phoenix; M.A., California State University, San Bernardino. At Riverside Community College District since 2019.

**VAN HULLE, PAUL** **Associate Professor, Manufacturing Technology**
A.S., Riverside Community College; B.A., California State University, Los Angeles; M.A., California State University, San Bernardino. At Riverside Community College District since 2005.

**YOUNG, CAMERON** **Assistant Professor, English**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2019.

**WALLSTROM, TIMOTHY** **Professor, Kinesiology**
B.S., M.S., California State University, Fullerton; Ph.D., Ohio State University. At Riverside Community College District since 2006.

**WARINSKI, STEFF** **Assistant Professor, Mathematics**
B.S., Northwest Missouri State University; M.S., University of Arizona. At Riverside Community College District since 1989.

**WHITE, DANA** **Assistant Professor, Accounting**
B.A., University of North Texas; M.B.A., University of Redlands. At Riverside Community College District since 2018.

**WILLIAMS, SIGRID** **Assistant Professor, Administration of Justice**
B.A., M.P.A., and Ed.D., California State University, Fullerton. At Riverside Community College District since 2017.

**WITMER, SUZANNE** **Assistant Professor, Health Science/ Kinesiology**
A.A. Riverside Community College; B.S., California State University, San Bernardino; M.Ed., Azusa Pacific University. At Riverside Community College District since 2017.

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B.A., University of California, Santa Barbara; M.B.A., California Polytechnic University, Pomona. At Riverside Community College District since 2001.

**ZAMISKA, KARA** **Assistant Professor, Psychology**
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# NORCO ADMINISTRATION

**ALVAREZ, JUAN** — **Associate Dean, Educational Partnerships Academic Affairs**
B.A., University of Wisconsin-Madison; M.A., University of Wisconsin-Madison; M.P.A., California State University, Northridge. At Riverside Community College District since 2021

**AYCOCK, GREGORY** — **Dean, Institutional Effectiveness**
B.A., University of California, Riverside; M.S., California State University, Long Beach; Ph.D., Claremont Graduate University. At Riverside Community College District since 1999.

**BAKER, JASSON** — **Custodial Manager.**
At Riverside Community College District since 2022.

**BEMILLER, QUINTON** — **Dean of Instruction, School of Arts and Humanities and School of Social and Behavioral Sciences**
A.A., Pasadena City College; B.F.A. (High Honors), Lesley University; M.F.A., Claremont Graduate University. Ed.D. at California State University, San Bernardino. At Riverside Community College District since 2013.

**BELL, TRAVONNE "Trae"** — **Manager, Facilities, Grounds and Utilization**
B.S., Colorado Technical University. At Riverside Community College District since 2016.

**CARRILLO, MIRIAM** — **Director, Upward Bound**
M.A., California State University, Dominguez Hills. At Riverside Community College District since 2013.

**CHOU, CATHLEEN** — **Interim Director, Health Services**
B.A., University of California, San Diego; B.S.N, Concordia University; M.S.N., California State University, Long Beach. At Riverside Community College District since 2018.

**COLLINS, MICHAEL** — **Vice President, Business Services**
B.S., Syracuse University, New York; M.P.H., California State University, Long Beach, CA. Ed.D., University of Southern California, Los Angeles. At Riverside Community College District since 2017.

**CUEVAS, HORTENCIA** — **Director, TRIO- Student Support Services Programs**
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**DeASIS, MARK** — **Dean, Admissions & Records**
B.A., University of California, Irvine; M.A., University of Redlands. At Riverside Community College District since 2004.

**ETCHISON, ASHLEY** — **Associate Dean, CTE.**
B.A., Cal State Polytechnic University, Pomona; M.A., Brandman University. At RCCD since 2011.

**FERRER, GREG** — **Director, Disability Resource Center**
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**FLEMING, KEVIN** — **Vice President, Planning and Development**
B.A., Loyola Marymount University; M.B.A., Ohio State University; M.A., University of Redlands; Ph.D., Claremont Graduate University. At Riverside Community College District since 2010.

**GREEN, MONICA L.** — **President**
B.A., M.A., California State University, San Bernardino; Ed.D., Pepperdine University. At Riverside Community College District since 2001.

**GONZALES, MARIA** — **Director, Student Financial Services**
M.A.,Chapman University; Ed.D - Organizational Leadership, Northcentral University. At Riverside Community College District since 2011.

**HARTLEY, MARK** — **Dean, Student Life**
B.A., Loyola Marymount University; M.A., M.A., University of Redlands; Ed.D., California State University, San Bernardino. At Riverside Community College District since 2015.

**JAMES, TENISHA** — **Dean, Student Services**
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**LEE, SAMUEL** — **Vice President, Academic Affairs**
B.S., California State University, Fresno; M.A., University of Southern California; Ed.D., University of La Verne. At Riverside Community College District since 2017.

**MARSHALL, STEVEN** — **Director, Facilities**
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**McCARSON, DANIELA** — **Dean, CalWORKs and Special Funded Programs**
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**MUNIZ, ANTONIO** — **Assistant Manager, Food Services**
At Riverside Community College District since 2019.

**NANCE, DAMON** — **Dean, Technology and Learning Resources**
A.A., Crafton Hills College; B.A., California State University, San Bernardino; M.L.I.S., San Jose State University. At Riverside Community College District since 2007.

## NORCO ADMINISTRATION

**OCEGUERA, GUSTAVO** **Dean, Grants and Student Equity Initiatives**
B.A., California Polytechnic University; M.A., University of Redlands; Ed.D., University of Southern California. At Riverside Community College District since 2006.

**PARKS, JASON** **Dean of Instruction, School of STEM and School of Business and Management Director, Title III STEM Grant**
B.A., M.A., University of California, Riverside; Ed.D., University of Southern California. At Riverside Community College District since 2004.

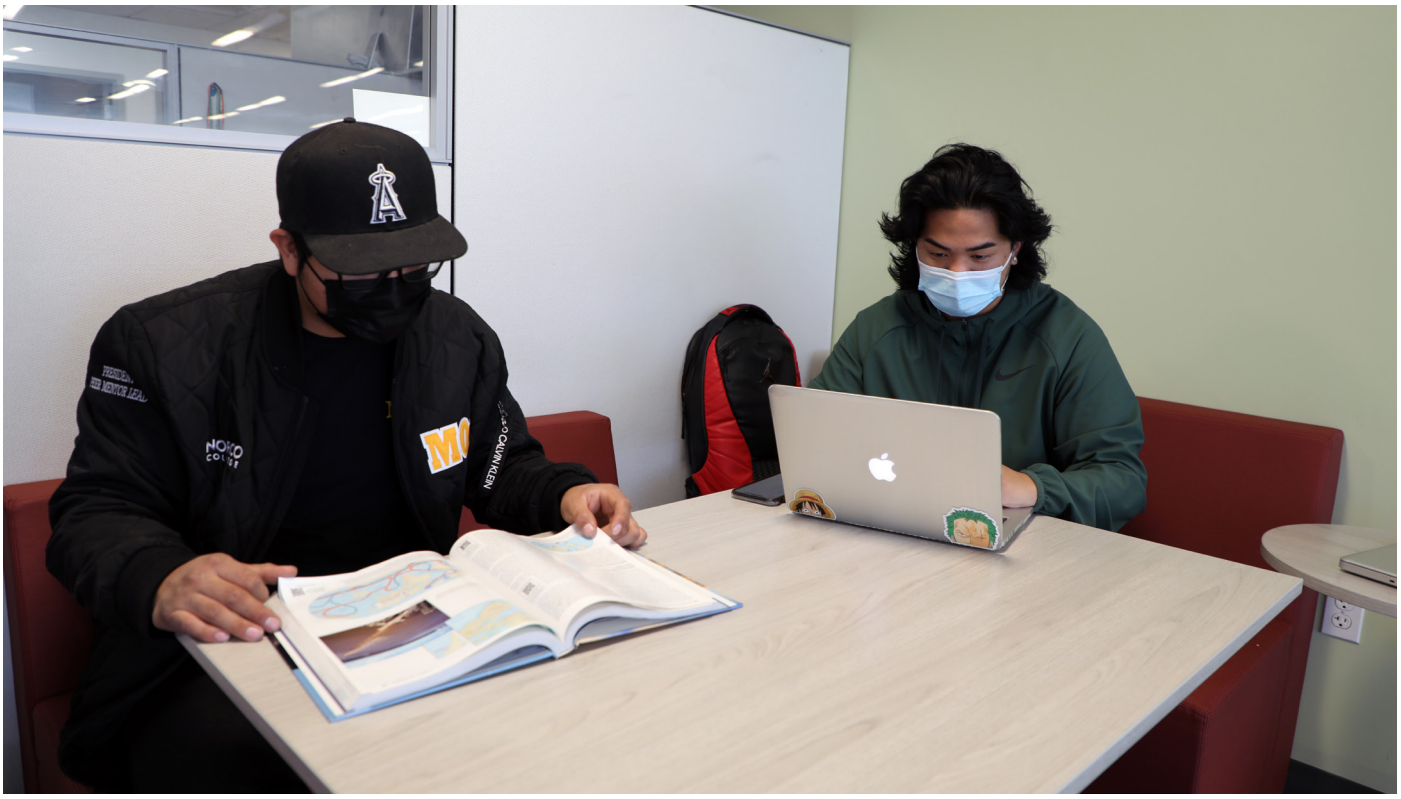
**PIPER, VALORIE** **Program Director, National Center for Supply Chain Automation**
At Riverside Community College District since 2021.

**SCHLANGER, DAVID** **Program Manager, Title V Grant**
A.A., Chaffey College; B.S., Biola University; M.A., University of Redlands. At Riverside Community College District since 2018.

**SINCLAIR, MAUREEN** **Director, Special Projects, CCPT Grant**
A.S., Mary Mount, B.S., University of Phoenix, M.S., National University, Ed.D. University of LaVerne. At Riverside Community College District since 2015.

**TARRANT, KANEESHA** **Vice President of Student Services**
B.A., MA., Boston University, Ed.D. University of Southern California. At Riverside Community College District since 2018.

**VAZQUEZ, CARLOS** **Interim Apprenticeship Director, CTE**
At Riverside Community College District since 2016.



Section VIII

# DISTRICT

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

# Moreno Valley College

16130 Lasselle Street alley, CA 92551-2045 • (951) 571-6100 • www.mvc.edu

Academic Affairs . . . . . 571-6351
Academic Departments:
- Student Success and Academic Support . . . . . 571-6309
- Business . . . . . 571-6284
- Communications, English, and World Languages . . . . . 571-6325
- Health and Human Services . . . . . 571-6284
- Humanities, Education, Social and Behavioral Sciences . 571-6134
- Public Safety . . . . . 571-6300
- STEM Mathematics and Computer Information Systems 571-6125
- STEM Natural Sciences . . . . . 571-6125
- Visual and Performing Arts . . . . . 571-6134

Academic Counseling and Educational Services (ACES) . . 571-6275
Admissions . . . . . 571-6101
Assessment and Placement Testing . . . . . 571-6427
Ben Clark Training Center . . . . . 571-6300
Bookstore . . . . . 571-6107
Business Services . . . . . 571-6342
Career and Transfer Center . . . . . 571-6914
CalWorks . . . . . 571-6154
College Police . . . . . 571-6190
Counseling . . . . . 571-6104
Dean of Grants and Business Services . . . . . 571-6928
Dean of Enrollment Services and Engagement . . . . . 571-6939
Dean of Institutional Effectiveness . . . . . 571-6146
Dean of Instruction, Communications and Liberal Arts . . . . 571-6163
Dean of Instruction, School of Public Safety . . . . . 571-6320
Dean of Instruction, STEM & CTE . . . . . 571-6947
Dean of Student Development and Wellness . . . . . 571-6159
Dean of Student Success and Counseling . . . . . 571-6335
Dean of Student Success and Academic Support . . . . . 571-6383
Dental Assisting Program . . . . . 571-6433
Dental Hygiene Program . . . . . 571-6431
Disability Support Services . . . . . 571-6138
Early Childhood Education Center . . . . . 571-6214
Emergency Medical Services (EMS) (Academic Program) . 571-6395
Employment Placement . . . . . 571-6414
Extended Opportunity Programs and Services . . . . . 571-6253
Facilities Office . . . . . 571-6256
Fire Technology . . . . . 571-6197
First Year Experience . . . . . 571-6334
Foster Youth Support Services . . . . . 571-6110
Health Services & Psychological Services . . . . . 571-6103
Helpdesk . . . . . 222-8388
Honors Center . . . . . 571-6948
Institutional Research . . . . . 571-6421
Law Enforcement Programs . . . . . 571-6316
Learning Center . . . . . 571-6944
Library . . . . . 571-6356
Mailroom . . . . . 571-6145
Middle College High School . . . . . 571-6463
Outreach . . . . . 571-6273
Police Dispatch . . . . . 222-8171
President's Office . . . . . 571-6161
Puente Program . . . . . 571-6240
Student Activities . . . . . 571-6105
Student Government . . . . . 571-6268
Student Employment . . . . . 571-6252
Student Services Upward Bound Math and Science . . . . . 571-6382
Student Financial Services . . . . . 571-6139
Supplemental Instruction . . . . . 571-6363
Technology Support Services . . . . . 571-6200
Title V Office . . . . . 571-6260
Umoja Community . . . . . 571-6446
Veterans Services . . . . . 571-6247
Workforce Preparation . . . . . 571-6154

# Norco College

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Academic Departments
- Art, Humanities and World Languages . . . 372-7076
- Business & Management . . . 738-7777
- Career & Technical Education . . . 738-7777
- Communications . . . 372-7067
- Engineering . . . 738-7777
- Information Technologies . . . 738-7777
- Mathematics . . . 372-7079
- Science and Kinesiology . . . 372-7079
- Social and Behavioral Sciences . . . 372-7076

Admissions & Records . . . 372-7003
Associated Student . . . 372-7007
Athletics . . . 372-7021
Bookstore . . . 372-7085
CalWORKs . . . 372-7052
Career Center . . . 372-7147
College Police . . . 372-7088
24-Hour Dispatch Center . . . 222-8171
College Receptionist . . . 372-7044
Counseling . . . 372-7101
Dean of Instruction: Arts&Humanities/Social&Behavioral . 372-7062
Dean of Instruction: Business & Management/STEM . . . . . 372-7017
Dean of Instruction: Career and Technical Education . . . . . 372-7017
Dean of Student Services . . . 372-7081
Disability Resource Center . . . 372-7070
Engagement Center . . . 372-7176
Extended Opportunity Programs and Services . . . 372-7128
Health Services . . . 372-7046
Honors Program . . . 739-7101
Learning Resource Center (LRC)... . . . 739-7896
Library . . . 372-7019
Outreach . . . 739-7856
Parking . . . 739-7895
Prison Partnership Program . . . 372-7124
Puente Program . . . 372-7033
STEM . . . 739-7803
Student Activities . . . 372-7007
Student Employment . . . 372-7190
Student Financial Services . . . 372-7009
Student Life/Student Conduct . . . 372-7021
Student Support Services . . . 372-7163
Transfer Center . . . 372-7043
Tutorial Services (Mustang Tutoring) . . . 372-7896
Umoja . . . 738-7707
Upward Bound Programs . . . 738-7721
Veterans Resource Center . . . 372-7142

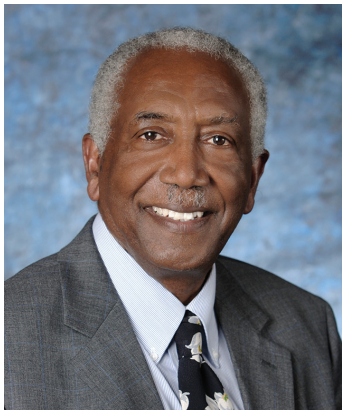
# Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

Academic Affairs ..... 222-8053
Academic Departments:
- Applied Technology ..... 222-8491
- Art ..... 222-8339
- Behavioral Sciences ..... 222-8540
- Business and Info Tech Services ..... 222-8551
- Chemistry ..... 222-8533
- Communication Studies ..... 328-3755
- Cosmetology ..... 222-8491
- Counseling ..... 328-3755
- Early Childhood Education ..... 222-8551
- Economics, Geography, Political Science ..... 328-8540
- English & Media Studies ..... 222-8519
- History, Humanities, Philosophy ..... 222-8450
- Kinesiology ..... 222-8421
- Library and Learning Resources ..... 328-3755
- Life Sciences ..... 222-8533
- Math ..... 222-8533
- Performing Arts ..... 222-8339
- Physical Science ..... 222-8533
- School of Nursing ..... 222-8405
- World Languages ..... 222-8519

Admissions & Records ..... 222-8600
Art Gallery ..... 222-8358
Bookstore ..... 222-8140
CalWORKs ..... 222-8964
College Police 24-Hour Dispatch ..... 222-8171
College Police Parking Services ..... 222-8520
Counseling ..... 222-8440
Disability Resource Center ..... 222-8060
Diversity and Equity Compliance ..... 328-3874
Division Deans
Career and Technical Education ..... 222-8131
- Fine and Performing Arts ..... 222-8399
- Languages, Humanities & Social Sciences ..... 222-8057
- Math, Science & Kinesiology ..... 222-8729
- Nursing ..... 222-8818

Extended Opportunity Programs and Services (EOPS) ..... 222-8045
Foster and Kinship Care Education ..... 222-8937
Foster Youth Support Services ..... 222-8251
Gateway College and Career Academy ..... 222-8934
Human Resources ..... 222-8595
International Student Center ..... 222-8160
Math Learning Center ..... 222-8000 Ext. 4100
Outreach ..... 222-8574
Performance Riverside ..... 222-8100
Student Activities ..... 222-8570
Student Financial Services ..... 222-8710
Student Health and Psychological Services ..... 222-8151
Student Success ..... 328-3881
Transcript Office ..... 222-8603
Transfer Center ..... 222-8446
Tutorial ..... 222-8169
Veterans Office ..... 222-8607
Welcome Center ..... 222-8574
Writing and Reading Center ..... 222-8632



# RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION & DISTRICT CURRICULUM COMMITTEE

## OFFICE OF THE CHANCELLOR

**Wolde-Ab Isaac, Ph.D.**
Chancellor

Vacant
General Counsel & Chief of Staff

## OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

**Jeannie Kim, Ph.D.**
Interim Vice Chancellor,
Educational Services and Strategic Planning

**Torria Davis, Ph.D.**
Interim Dean,
Distance Education

**Tracy Fisher, Ph.D.**
Director,
Center for Social Justice and Civil Liberties

**Lijuan Zhai, Ph.D.**
Associate Vice Chancellor,
Educational Services and Institutional Effectiveness

Raj Bajaj
Dean,
Educational Services

David Torres
Dean,
Institutional Research and Strategic Planning

Michael Peterson
Executive Director,
Adult Education and Community Initiatives

Christopher Dech
Project Director,
Foster Youth Support Network

**Christopher Blackmore**
Associate Vice Chancellor,
Information Technology and Learning Services

Darren Dong
Director,
Web Applications

Susanne Ma
Director,
Information Technology Infrastructure & Systems

Scott Tracy
Director,
Administrative Applications

## DISTRICT CURRICULUM COMMITTEE

Kelly Douglass
Committee Chair
Riverside City
Curriculum Chair

Brian Johnson
Committee Member
Norco Curriculum Chair

Ann Pfeifle
Committee Member
Moreno Valley
Curriculum Chair

Steven Schmidt
Committee Member
(non-voting member)
Technical Review Committee Chair

## OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

**Aaron S. Brown**
Vice Chancellor,
Business and Financial Services

Misty Griffin
Director,
Business Services

Robert Rodriguez
Director,
Administrative
Services Center

John Geraghty
Controller

Beiwei Tu
Director,
Risk Management

**Hussain Agah**
Associate Vice Chancellor,
Facilities Planning & Development

Bart Doering
Director,
Facilities Development

Mehran Mohtasham
Director,
Capital Planning

**Vacant**
Chief of Police

David Purser
Sergeant, MVC
Safety and Police

Jim Rossum, Jr.
Sergeant, Norco College
Safety and Police

Robert Kleveno
Sergeant, RCC
Safety and Police

## OFFICE OF THE VICE CHANCELLOR, INSTITUTIONAL ADVANCEMENT AND ECONOMIC DEVELOPMENT

**Rebeccah Goldware**
Vice Chancellor,
Institutional Advancement and Economic Development

Launa Wilson
Executive Director,
RCCD Foundation

Chris Clarke
Executive Director,
External Relations and
Strategic Communications

Laurie McQuay-Peninger
Executive Director
Grants & Sponsored Programs

Julie Pehkonen
Executive Director
Inland Empire/Desert Regional
Consortium

Debra Mustain
Interim Executive Director
Economic Development &
Entrepreneurship

## OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

**Tammy Few**
Vice Chancellor,
Human Resources and Employee Relations

Vacant
Director,
Human Resources and Employee Relations

Lorraine Jones
District Compliance Officer

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

## MISSION STATEMENT

The Riverside Community College District through its three colleges—Moreno Valley College, Norco College, and Riverside City College supported by the District Office—serves and enriches its diverse communities by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The district strives to impact the social and economic mobility of its students by ensuring access, success, and equity for everyone who wishes to take advantage of the educational opportunities offered by the colleges.

## 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

The Riverside Community College District offers educational opportunities that promote social and economic mobility for its students and demonstrates leadership in the region and the state by providing high quality instructional programs and by advancing social justice for all.

## VALUES

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

Inclusiveness: The district embraces diversity in all its forms and endeavors to create a fair and equitable climate for its students and workforce.

Excellence: The district maintains high standards in teaching, learning, and services.

Innovation: The district responds to the changing needs of its communities by continuous improvement and creative solutions.

Collegiality: The district respects the unique views of each individual and encourages civility, discussion of ideas, and collaboration.

Stewardship: The district maintains public trust by responsible management of its resources and by open and honest reporting of its decision-making processes.

Heritage: The district respects and builds on the rich traditions of education, innovation, and service to its communities.

## STRATEGIC THEMES AND GOALS 2019-24

### STUDENT ACCESS

The district will ensure all students have equitable access to the colleges' courses, programs, and services.

Objective 1.1: Increase overall enrollment headcount by at least 3% per year (unduplicated headcount, FTES).

Objective 1.2: Increase number (headcount) of high school students in dual enrollment by at least 500 annually over five years.

Objective 1.3: Increase capture rates from feeder high schools by at least 5% annually.

Objective 1.4: Increase percent of students eligible for financial aid who receive aid by at least 2% per year.

Objective 1.5: Increase use of technology to improve course scheduling to support student pathways. (Target: Increase number of students using EduNav, student planning and registration system, by at least 10,000 per year.)

### STUDENT SUCCESS

The district will provide clear pathways and support for achieving certificates, degrees, and transfer.

Objective 2.1: Increase number of AA/AS awards by at least 15% annually.

Objective 2.2: Increase number of certificates completed by at least 15% annually.

Objective 2.3: Increase transfer to four-year universities by at least 15% per year.

Objective 2.4: Increase percent of CTE students employed in their field of study by at least 3% annually.

Objective 2.5: Increase percent of CTE graduates with a livable wage by at least 2% annually.

Objective 2.6: Reduce time for degree completion for part-time students from 6 to 3-4 years and reduce time for degree completion for full-time students from 6 to 2-3 years.

Objective 2.7: Reduce number of units for degrees to not exceed 15% above required number of units (reduce by 3 units per year).

Objective 2.8: Increase number of full-time students (12 units per semester, 24 units per year) by at least 10% per year.

Objective 2.9: Increase number of students who complete both transfer-level math and English in first year by at least 20% annually.

### EQUITY

The district will work with community, workforce, and education partners to reduce and eliminate equity gaps.

Objective 3.1: Decrease equity gaps by 40% in 5 years and eliminate within 10 years.

Objective 3.2: Increase RCCD's workforce diversity to better reflect communities served.

### INSTITUTIONAL EFFECTIVENESS

The district identifies, measures and reports on student and institutional outcomes to demonstrate the advancement of the district's mission and goals.

Objective 4.1: Provide the framework and tools for monitoring, assessing, and evaluating progress on goals.

Objective 4.2: Increase efficiency by reducing time for processes such as recruitment, purchasing, conflict resolution, and decision-making.

Objective 4.3: Implement accountability, transparency, and evidence based communication practices to improve student success and completion.

Objective 4.4: Ensure that all processes and outcomes are aligned with the district's mission and goals and governance structures.

Objective 4.5: Attain a district-level efficiency of 595 (WSCH/FTEF).

**RESOURCE GENERATION AND ALLOCATION**

The district will acquire, manage, and deploy resources--including human, facilities, technology, and financial--to support district goals and advancement.

Objective 5.1: Efficiently manage existing resources to support the ongoing academic and student support programs.

Objective 5.2: Develop a Budget Allocation Model (BAM) grounded on principles of equity, transparency, and fairness.

Objective 5.3: Develop a sustainable and healthy fiscal model.

Objective 5.4: Strategically develop external revenue sources to maximize the funding available to support student learning and success. (Target: 30% of overall budget will be from external revenue sources.)

Objective 5.5: Practice strategic enrollment management that integrates financial planning with student need and achievement.

Objective 5.6: Invest in state-of-the-art technologies to enhance programs, services, and operations.

Objective 5.7: Provide a healthy and safe environment for students, faculty, and staff.

Objective 5.8: Human Resources and Employee Relations Strategic Plan covering recruitment, retention, personnel development, and succession planning.

Objective 5.9: Streamline planning and design of facilities to comply with principles of total cost of ownership.

**PARTNERSHIPS & COMMUNICATION**

The district will position its image and reputation as a leading academic institution in the region by actively pursuing, developing, and sustaining collaborative partnerships with educational institutions, civic organizations, and businesses.

Objective 6.1: Establish and expand relationships with regional educational institutions.

Objective 6.2: Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations.

Objective 6.3: Collaborate with elected officials to develop and secure additional resources that enhance educational programs and student support services.

Objective 6.4: Through the RCCD Foundation, the district will engage in effective fundraising and capital campaigns that enhance educational programs and student support services.

## HISTORY AND DEVELOPMENT

The Riverside Community College District has served communities in Riverside County and the Inland Empire for over a century. Founded in 1916 in response to a general petition of the electors, the initial cohort of 100 students were enrolled in college courses held in classrooms on the Riverside Polytechnic High School campus.

Over time, the number of students grew and course offerings expanded. On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system.

Construction started on a new campus in 1964 after the board of trustees approved the purchase of a second site in the Sierra area of the City of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the District by the Robert P. Warmington Company; and then in 1989, 20 more acres were added to that site. The Norco and Moreno Valley campuses, opened in March 1991. Enrollment on these additional campuses grew rapidly and both were granted initial accreditation as distinct colleges in January 2010.

The Riverside Community College District is now composed of Riverside City College, Norco College and Moreno Valley College. These colleges serve the residents and students of the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School districts and the Val Verde School District. In 2020, more than 60,000 students attended one of the three colleges in Riverside Community College District.

## DISTRICT MEMBERSHIPS

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

Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

## INSTITUTIONAL ADVANCEMENT AND ECONOMIC DEVELOPMENT

The division of Institutional Advancement & Economic Development supports the mission and vision of the Riverside Community College District by providing services that promote the positive impact the District and it's colleges have on the social, educational and economic development of the communities served by the District. This is accomplished by expanding awareness of, advocacy for and engagement with RCCD and its colleges.

Departments within this division are responsible for supporting and encouraging external resource development through philanthropic giving to the RCCD Foundation; public grant development; technical support of entrepreneurism, internship and apprenticeship opportunities, and customized training programs for the workforce of local and regional businesses; creation and advocacy of the District's annual legislative program; and the promotion of District news, events, and public activities in support of the students, faculty, staff and administration of RCCD.

College departments are also assisted, as needed, with enrollment-development marketing; providing public relations support; securing traditional and online advertising contracts; the creative development of marketing campaigns; and generally publicizing college programs through District print and online publications.

## ACADEMIC YEAR

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

## RCCD FOUNDATION

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

***Mission Statement.*** The RCCD Foundation raises and manages private donations to support the students, programs, and faculty of the RCCD Colleges – Moreno Valley College, Norco College, and Riverside City College.

***Scholarships.*** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly $500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City Colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, www.rccd.edu/foundation, or by contacting the Foundation office at (951) 222-8626.

## DISTANCE EDUCATION

The mission of RCCD Distance Education is to support the social and economic mobility of its students by ensuring access, success, and equity for everyone through the efficient, effective, accountable, and transparent use of distance education resources. This is accomplished in part by supporting student access to online courses through Canvas, making learning possible anytime from anywhere. Students are encouraged to have reliable internet access and electronic technology beyond a mobile device. Canvas student support and other resources can be accessed following the student link on the Distance Education website.

Distance Education courses are academically equivalent to their on-campus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions. They are available in the following formats:

- Online Course Modality Online (ONLN) – no scheduled meeting days: Online classes are distance education classes with no scheduled meeting days. Students will log in to Canvas and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.

- Regular Meeting (REG MEET) – Specific days/times: Distance education classes with regular weekly meeting(s) during scheduled days and times. Students will attend class online during the published course times. Additionally, students will log in to Canvas and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.

- Occasional Meeting (OCC MEET) - Specific days/times: Distance education classes with occasional meetings during scheduled days and times. Students will occasionally attend class online during the published course times. Additionally, students will log in to Canvas and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.

- Hybrid (HYB) - Hybrid classes are distance education courses combined with on-campus face to face classes that will meet on required scheduled meetings days and times unless the college is ordered to discontinue face to face classes. If face to face courses are discontinued, and the course cannot be completed through distance education, it will be canceled. Canvas and other technologies will be required to complete coursework.

Some certificate programs can be completed fully online. For further information, students should consult a counselor. Students should also review their Student Educational Plan with a counselor before taking any class to be sure it meets their academic and educational goals.

## RESERVE OFFICER TRAINING CORPS

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, University of California, Riverside, and California Baptist University. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact Michael Lee, Recruiting Operations Officer at Claremont McKenna College at (909) 437-6099 or mlee@cmc.edu or visit https://armyrotc.ucr.edu/.

**Air Force ROTC**

Air Force Reserve Officer Training Corps (AFROTC) offers two-, three-, and four-year programs leading to a commission as a second lieutenant in the United States Air Force and United States Space Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. Additionally, there are Physical Fitness and medical requirements. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California and California State University-San Bernardino. **You do not need to be a student of any of these colleges to get involved**. For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc/ for USC, or (909) 537-5440 or visit www.csusb.edu/afrotc for CSUSB. No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

**Regarding These Programs**

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5550; and California State University, San Bernardino (909) 537-5440.

## SPECIAL 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 please contact the DSP&S Office on your college campus.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD may go to the Student Services office and request to have directory information withheld.

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

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

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions & Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D. It is the responsibility of the student to update WebAdvisor to advise the Admissions & Records Office of any change in address or telephone number. Change of information forms are also available from Admissions & Records at any of the district colleges.

## GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Board Policy 2100
AP 2100
Education Code Section 70902(b)(3);
Title 5 Sections 55060, 55063-55064, and 53200(b)

The Colleges grant the degrees of Associate in Arts, Associate in Science, and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement and participate in a graduation ceremony upon successful completion of a minimum of 16 or more semester units of degree-applicable coursework designed as a pattern of learning experiences to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate in Arts or Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree.

Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the College's catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs and non-credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

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

## INSTRUCTIONAL MATERIALS FEES

Board Policy 3031
AP 3031
Education Code Section 76365, 79121, and 81458;
Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this "open door" policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these procedures in each College catalog.

**Definitions**
"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

I. Announcement of Fees
All course material fees shall be printed in the class schedule and available on the District's web-site. Courses with fees will be properly flagged on materials used in the Office of Admissions & Records. A fee statement, including the amounts of the fees, will be included in the college catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

II. Collection of Fees
Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

III. Refunds
Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

IV. Disbursements
Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

V. Permissive Fees
Instructors may plan enrichment activities (field trips, etc.) for which an additional fee will be charged during the semester. Such activities, however, will not be required of students.

VI. Fee Structure
The fee structure will be based on current and anticipated expenditures for required instructional and other materials which are of continuing value outside of the classroom setting. The District Office of Educational Services will periodically review these fees and should a revision be necessary, inform the Colleges of any proposed changes.

VII. Reporting
When required, the District shall make reports to the State Chancellor's Office concerning instructional materials used in its Colleges.

VIII. Procedure For Requesting Fees
Each Department/Discipline will make their request for instructional material fees to the Office of the Associate Vice Chancellor of Educational Services. Each request will state the intended usage of the materials, the rationale for the need for the materials, the way(s) in which the material relates to the student learning outcomes for the course, the continued value of the material outside the classroom, and comparable cost to students if the materials were purchased commercially. The individual departments, disciplines, and/or faculty member(s) will be responsible for obtaining the necessary materials.

NOTE: These procedures do not pertain to fees for materials, supplies or instruments required as part of acceptance into a program offered in the District, such as cosmetology, nursing, physician assistant, culinary, etc. Those program fees are handled by each individual program. However, some courses within the programs may have materials fees associated with that course and are required as part of registration in the course. In that instance, these procedures would apply.

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## COURSE REPETITION

Board Policy 2225
AP 2225
References:
Title 5 Sections 55040-55046, 55253 and 56029
Education Code Section 76224

Students may repeat both Non-Repeatable and Repeatable courses that are current courses within the district, according to Administrative Procedures 2225, 2225[A], 2225[B] and 2225[C].

Courses may be repeated after a significant lapse of time, which is defined as no less than 36 months since the most recent grade was obtained.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. The most recent grade earned shall be used to compute the GPA.

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:
   1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
      a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
      b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.
      c. A "Request for Course Repetition"* is required for any exceptions to "B" above.
   2. The student's previous grade is, at least in part, the result of extenuating circumstances.
      a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. *
   3. There has been a lapse of time (at least 36 months) since the student previously took the course. (See Administrative Procedure 4228)
      a. The course outline of record has been officially changed and demonstrates significant curricular changes.*
      b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
   4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029. The District policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.
   5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition

is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in Title 5 section 55000, in physical education, visual arts or performing arts that are related in content, as defined in Title 5 section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in Title 5 section 55045.

C. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
3. Procedures for course repetition shall be listed in the current official college catalogs.
4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5, 55045, justify such repetition.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

See also Administrative Procedure 2225[A] titled – Repeatable Courses, Administrative Procedure 2225[B] titled Course Repetition - Significant Lapse of Time and Administrative Procedure 2225[C] titled, Course Repetition -Variable Units.

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## REPEATABLE COURSES

AP 2225[A]
Reference:
Title 5, Sections 55000, 55040-55043, 55253 and 56029

Students may repeat courses in which a "C" or better grade was earned. Only the following types of courses re repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

1. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four semester enrollments.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:

   a. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.

   b. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. Students may be asked to provide evidence that these courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in Title 5 section 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in Title 5 section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student's grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in Title 5, section 55253.

After a student has attempted a course three (3) times and in

instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions & Records office of any campus.

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## COURSE REPETITION - SIGNIFICANT LAPSE OF TIME

AP 2225[B]
Title 5, Section 55000, 55040 and 55043

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in Title 5 section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, as set forth in Title 5 section 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the district.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the College Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

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## COURSE REPETITION – VARIABLE UNITS

AP 2225[C]
Reference: Title 5, Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, unless the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of Title 5, sections 55041 and 58161.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated (Title 5, section 56029); or
- Repetition of the course is justified by extenuating circumstances (Title 5, section 55045); or
- The student wishes to repeat the course to alleviate substandard work, (Title 5, section 55042).

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# COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION, NONDISCRIMINATION AND PROHIBITION OF HARASSMENT AND RETALIATION POLICIES

Board Policy 6100 Commitment to Diversity
Board Policy 6410 Nondiscrimination
Board Policy 6430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found at https://www.rccd.edu/bot/Pages/policies.aspx or by calling (951) 222-8039.

## COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

## NONDISCRIMINATION

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of an actual, perceived or association with others': ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

## PROHIBITION OF HARASSMENT AND RETALIATION

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

## COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socioeconómico. Apoyamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

## NO 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, percibido, o asociado con: Identificación de grupo étnico, origen nacional, religión, edad, género, identidad de género, expresión de género, raza o etnia, color, información genética, ascendencia, sexo orientación, discapacidad física o mental, embarazo o cualquier característica enumerada o definido en la Sección 11135 del Código de Gobierno o cualquier característica que esté contenida en la prohibición de delitos de odio establecida en la subdivisión (a) de la Sección 422.6 del Código Penal Código.

## PROHIBICIÓN DE ACOSO Y REPRESALIAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y el Distrito no tolerara acosos.. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito será libre de acoso ilegal, incluido el que se basa en cualquiera de los siguientes estados: raza, credo religioso, color, nacionalidad, ascendencia, discapacidad física, discapacidad mental, condición médica, información genética, estado civil, sexo, género, identidad de género, expresión de género, edad, orientación sexual o condición de militar y veterano, o porque él / ella / ellos se percibe que tiene una o más de las características anteriores.

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del salon de clase, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

## FILING A COMPLAINT

This is a summary of your right to file an informal or formal complaint of discrimination or harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP6410 and BP/AP6430, and AP6435 for the complete District procedure.

## INFORMAL/FORMAL COMPLAINT 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 or harassment.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact RCCD Human Resources and Employee Relations immediately.

## PURPOSE OF THE INFORMAL RESOLUTION PROCESS:

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

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

- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you

de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

## PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene al presentar una queja formal de discriminación o de acoso. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 6410 y BP/AP 6430, y AP 6435 para el procedimiento completo del Distrito.

## PROCEDIMIENTO PARA UNA QUEJA FORMAL/ INFORMAL:

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohíbidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Recursos Humanos Y Relaciones del Empleado de RCCD.

## EL 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 afirmación de que la conducta ofensiva tendra un fin. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

## HOW TO FILE A FORMAL COMPLAINT:

- The complaint can be made verbally or in writing and must allege discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a responsible employee.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

  Human Resources and Employee Relations
  Diversity, Equity and Compliance
  Riverside Community College District
  3801 Market Street
  Riverside, CA 92501
  (951) 222-8039
  www.rccd.edu

  or with the:

  Office for Civil Rights of the U.S. Department of Education (OCR) for non-employment based complaints

  or with the:

  U.S. Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) for complaints alleging discrimination in employment.

## WHAT HAPPENS WHEN A FORMAL COMPLAINT IS FILED?

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a summary of the investigative report to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

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 Distito completará su investigación en el periódo 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 periódo de tiempo para presentar una queja formal no haya terminado.

## COMO PRESENTAR UNA QUEJA FORMAL:

- La queja puede hacerse verbalmente o por escrito y debe alegar discriminación prohibida bajo el Título 5, Sección 59300.
- La queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como empleado resposable.
- En cualquier queja que no involucre un empleo, la queja deberá ser peresentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentes de la presunta discriminación ilícita.
- En situaciones en que la queja confirma discriminación en el empleo, la queja deberá ser prersentada en 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con el:

  Human Resources and Employee Relations
  Diversity, Equity and Compliance
  Riverside Community College District
  3801 Market Street
  Riverside, CA 92501
  (951) 222-8039
  www.rccd.edu

  o con:

  La Oficina de Derechos Civiles del Departamento de Educación de Estados Unidos (OCR) para quejas no relacionadas con el empleo

  o con:

  La Comisión de Igualdad de Oportunidades en el Empleo de los Estados Unidos (EEOC) y/o el Departamento de Vivienda y Empleo Justo (DFEH) para las quejas que alegan discriminación en el empleo

## 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

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within thirty (30) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the investigative report, the Administrative Determination, and the appeal.

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

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501

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

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date of the District's notice of final decision. The appeal must include copies of the complaint, the decision of the District's Board of Trustees, and the notice of final decision.

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

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

## ¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

## DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

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

## TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 30 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, el reporte investigativo, la Determinación Administrativa y la apelación.

Por favor envie una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees
c/o Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada la queja del demandante y al demandado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días de la decision del Distrito. La queja devera incluir copias de la decision de los Miembros de la Junta Directiva Escolar.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

## CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
320 W. 4th
Los Angeles, CA 90013
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 United Nations Plaza
San Francisco, CA 94102
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

State Chancellor's Office
California Community Colleges (CCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-8752
www.cccco.edu

# DISTRICT ADMINISTRATION

**AGAH, HUSSAIN** — **Associate Vice Chancellor, Facilities Planning & Development**
B.S., Baghdad University; M.S., California State University, Long Beach. At Riverside Community College District since 2019.

**BAJAJ, PANKAJ** — **Dean, Educational Services**
B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001. (Academic Administrator)

**BLACKMORE, CHRISTOPHER** — **Associate Vice Chancellor, Information Technology & Learning Systems**
B.S., M.B.A., California State University, Long Beach. At Riverside Community College District since 2016.

**BROWN, AARON** — **Vice Chancellor, Business & Financial Services**
B.A., California State University, Fullerton; California, Certified Public Accountant. At Riverside Community College District since 1999.

**CLARKE, CHRISTOPHER** — **Executive Director, External Relations and Strategic Communications - District**
B.A., Brigham Young University; M.A., Arizona State University. At Riverside Community College District since 2020.

**DAVIS, TORRIA** — **Interim Dean, Distance Education**
B.A, California State Polytechnic University, Pomona; M.A. & M.S., California Lutheran University; PhD, Claremont Graduate University. At Riverside Community College District since 2020

**DECH, CHRISTOPHER** — **Project Director, Foster Youth Support Network**
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Contractors State License C-7. At Riverside Community College District since 2009.

**DONG, DARREN** — **Director, Web Applications**
B.S., Pitzer College; M.S., University of Redlands. At Riverside Community College District since 2002.

**FEW, TAMMY** — **Vice Chancellor Human Resources & Employee Relations**
M.A., Benedictine University. At Riverside Community College District since 2021.

**FISHER, TRACY** — **Director, Center for Social Justice and Civil Liberties**
B.A., Temple University; M.A., Temple University; Ph.D., City University of New York. At Riverside Community College District since 2020.

**GERAGHTY, JOHN** — **Controller**
B.S., California State University, Northridge. At Riverside Community College District since 2019.

**GOLDWARE, REBECCAH** — **Vice Chancellor, Institutional Advancement & Economic Development**
B.A., University of California, Riverside; M.B.A., University of Redlands. At Riverside Community College District since 2019.

**GRIFFIN, MISTY** — **Director Business Services**
B.S., San Diego State University. At Riverside Community College District since 2022.

**HENKELS, CHARLES** — **Interim Director, Regional Apprenticeship and Work-Based Learning Programs**
B.A., California State University, Sacramento. At Riverside Community College District since 2016

**ISAAC, WOLDE-AB** — **Chancellor**
B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006. (Academic Administrator)

**JONES, LORRAINE** — **District Compliance Officer**
B.A., Millersville University of Pennsylvania; M.S.W., Howard University. At Riverside Community College District since 2016.

**KIM, JEANNIE** — **Interim Vice Chancellor, Educational Services and Strategic Planning**
B.A., University of California, Los Angeles; M.A, California State University, Fullerton; Ph.D., Claremont Graduate University. At Riverside Community College District since 2017. (Academic Administrator)

**KLEVENO, ROBERT** — **Sergeant, Safety and Police**
At Riverside Community College District since 1999.

**MA, SUSANNE** — **Director, Information Technology Infrastructure & Systems**
B.A., University of California, Los Angeles; Certified Chief Technology Officer (CCTO), California IT in Education. At Riverside Community College District since 2019.

**McQUAY-PENINGER, LAUREL** **Executive Director, Office of Grants and Sponsored Programs (Grants & Economic Development)**
B.A., Pacific University; B.A. Eastern Washington University; M.P.A., Eastern Washington University. At Riverside Community College District since 2020

**MOHTASHAM, MEHRAN** **Director, Capital Planning**
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**PADILLA, JULIE ANN** **Director, Procurement Technical Assistance Center**
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**PEHKONEN, JULIANNE** **Director/Interim Executive Director, Career & Technical Education Projects/Inland Empire/ Strong Workforce Regional Consortium (IEDRC)**
B.S., Southern Illinois University. At Riverside Community College District since 1993.

**PETERSON, MICHAEL** **Executive Director Adult Education & Community Initiatives**
B.A., Arizona State University; M.A., University of Glasgow. At Riverside Community College District since 2022.

**PURSER, DAVID** **Sergeant Safety and Police**
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**RODRIGUEZ, ROBERT** **Director, Administrative Services Center**
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**ROSSUM JR., JIM** **Sergeant Safety and Policy**
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**TORRES, DAVID** **Dean, Institutional Research and Strategic Planning**
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993. (Academic Administrator)

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**TU, BEIWEI** **Director, Risk Management**
B.S., Bachelor of Science, Zhong Shan University; M.S., Murray State University; M.S., Occupational Safety and Health, Murray State University. At Riverside Community College District since 2020.

**WILLIAMSON, JEFFREY** **Statewide Director, International Trade Development**
B.A., Arizona State University; M.B.A., California State University, Fullerton. At Riverside Community College District since 1996.

**WILSON, LAUNA** **Executive Director, District Foundation**
B.S.W., M.S.W., University of Nevada, Las Vegas. At Riverside Community College District since 2016.

**YEAGER, MARISA** **Director, Government Relations**
B.A., University of California, Santa Barbara; M.P.A., California State University, Long Beach. At Riverside Community College District since 2019.

**ZHAI, LIJUAN** **Associate Vice Chancellor, Educational Services and Institutional Effectiveness**
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## FACULTY EMERITI

Thomas Allen, Associate Professor Emeritus, English
David Almquist, Associate Professor Emeritus, Kinesiology
Michael Amrich, Professor Emeritus, Chemistry
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Kristine Anderson, Professor Emerita, English
Lorraine Anderson, Dean Emerita
Sally Armstrong, Professor Emerita, Art
Hilda Attride, Professor Emerita, English
Jo Ann Bailey, Professor Emerita, Library Services
David V. Baker, Associate Professor Emeritus, Sociology
Sandra Baker, Dean Emerita, School of Nursing
Theodore Banks, Professor Emeritus, Physical Education
James Baylor, Professor Emeritus, Business Administration
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Henry Z. Benedict, Professor Emeritus, Counseling
Joe Bennett, Professor Emeritus, Automotive Technology
Shailesh D. Bhatia, Associate Professor Emeritus, Computer Information Systems
Richard Bevan, Professor Emeritus, Dental Technology
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Janis Binam, Professor Emerita, Anthropology
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Eva Leech, Professor Emerita, Nursing
Gloria Leifer Hartston, Professor Emerita, Nursing
Juliana Leung, Associate Professor Emerita, Art
Ellen Lipkin, Associate Professor Emerita, Microbiology
Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
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W. Paul Matthews, Professor Emeritus, Engineering
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David Moody, Professor Emeritus, Mathematics
Paul Moores, Associate Professor Emeritus, Library Services
Gloria Jean Morgan, Professor Emerita, Cosmetology
James Morrison, Professor Emeritus, Biology
Donald Myers, Professor Emeritus, Biology
David Nelson, Associate Professor Emeritus, Theater Arts
Lorraine Ogata, Professor Emerita, Reading
Terrence O'Neill, Associate Professor Emeritus, Physics
May R. Paquette, Professor Emerita, Office Administration
Al Parker, Professor Emeritus, History and Political Science
John Partida, Professor Emeritus, Cosmetology
Bonnie Pavlis, Professor Emerita, Humanities
Frank Pearson, Assistant Professor of CTE Emeritus, Air Conditioning
Patricia Peters, Professor Emerita, Physical Education
Louise Peterson, Professor Emerita, Home Economics
Gail Piestrup, Professor Emerita, English
Sheila Pisa, Interim Dean Emerita, Distance Education
Joan Pleasants, Professor Emerita, Chemistry
Robert Prior, Professor Emeritus, Mathematics
Carolyn L. Quin, Professor Emerita, Music
Richard Ramirez, Vice President Emeritus, Student Services
Joseph Reynolds, Associate Professor Emeritus, Counseling (DSPS)
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Cheryl Roberts, Professor Emerita, Early Childhood Studies
Clarence Romero, Professor Emeritus, Psychology
John A. Rosario, Associate Professor Emeritus, Anatomy/Physiology
Nancy Rose, Professor Emerita, Library Science
Salvatore Rotella, Chancellor Emeritus
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June Saunders, Professor Emerita, Nursing
Darrell Sausser, Professor Emeritus, Music
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Roger Sliva, Professor Emeritus, Automotive Body Technology
Karin Skiba, Professor Emerita, Art
Deborah Smith, Associate Professor Emerita, Mathematics
Katie Smith, Professor Emerita, Reading
Diane Solorzano, Professor Emerita, English
Paula Stafford, Assistant Professor of CTE Emerita, Physician Assistant
Frank Stearns, Associate Professor Emeritus, Accounting
Dorothy Steck, Professor Emerita, Nursing
Charles Sternburg, Professor Emeritus, Anatomy & Physiology
Sylvia Stone, Visiting Assistant Professor Emerita, Nursing
Linda Stonebreaker, Professor Emerita, Reading
Susan St. Peters, Associate Professor Emerita, English
Letha Strain, Professor Emerita, Office Administration
August (Bud) Tedesco, Professor Emeritus, Film, Television & Video
Sylvia A. Thomas, Associate Vice Chancellor Emerita, Educational Services
Margaret Thompson, Professor Emerita, Home Economics
John Thornton, Professor Emeritus, Reading
Patrick Titus, Professor Emeritus, Counseling
Deborah J. Tompsett-Makin, Professor Emerita, Political Science
Sheryl L. Tschetter, Professor Emerita, English
Tony Turner, Professor Emeritus, Physical Education
Patricia Tutor, Professor Emerita, Nursing
Richard K. Tworek, President Emeritus
Donald Van Dyke, Professor Emeritus, Biology/Botany
Barney W. Van Noy, Professor Emeritus, Dental Technology
Eugenia Vincent, Dean Emerita, Student Services
Joseph von Helf, Professor Emeritus, Anthropology
Thomas Wagner, Professor Emeritus, Business Administration
Edward (Todd) Wales, Professor Emeritus, Drafting
Dorothy (Chari) Wallace, Professor Emerita, Business Administration
Roger Warren, Professor Emeritus, Cosmetology
David Waxman, Professor Emeritus, Physical Education
Diana Webster, Professor Emerita, Business Administration
Debbie Whitaker, Associate Professor Emerita, Early Childhood Education
Auston White, Professor Emeritus, Administration of Justice
Ingrid Wicken, Professor Emerita, Kinesiology
Gerald Williams, Professor Emeritus, Electronics
Cheryl Willie, Assistant Professor of CTE Emerita, Cosmetology
Bruce Wilson, Professor Emeritus, Physical Education
Beverly Wimer, Associate Professor Emerita, Kinesiology
Pearl Wolfsen, Professor Emerita, College Nurse
Cecilia Wong, Executive Dean Emerita, Technology/Learning Resources
James Wooldridge, Director Emeritus, Athletics
Cornelia Wylldestar, Professor Emerita, Reading
Elizabeth Yglecias, Associate Professor Emerita, Counseling
Ann Yoshinaga, Associate Dean Emerita, Academic Support
John Young, Professor Emeritus, Economics
Gail Zwart, Professor Emerita, Business Administration

Section IX

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# INDEX


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NORCO COLLEGE

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The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

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2001 Third Street, Norco, CA. 92860

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March 2022

Date

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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.

Monica L. Green

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President

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Catalog, 2022-2023

Published in electronic format, March, 2022

NORCO
COLLEGE

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