CTE
HANDBOOK

2017 - 2019

RIVERSIDE CITY COLLEGE

MORENO VALLEY COLLEGE

NORCO COLLEGE

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

What is
Career Technical Education?

CTE is about preparing students for careers in a range of industries and pathways

CTE coursework is both comprehensive and rigorous

CTE programs fulfill employer needs in high-skill, high-wage, high-demand careers

CTE provides students with the technical, academic and employability knowledge and skills they need for success

CTE prepares students for post-secondary education, the military, the workforce, and life

CTE includes applied learning, allows for career exploration, helps students gain skills for employment AND college

The question isn't "Why would you pursue CTE?" It's "Why wouldn't you?"

Fact vs. Fiction
about Career and Technical Education (CTE)

CTE is for those who can't get into or don't want to go to college – WRONG!

Actually, CTE provides real-world experience and specific skills for a student's desired occupation. Some students who have already earned a four-year degree enroll in a career-technical program because their degree did not help them find a job.

Isn't CTE just a new name for the same old vocational education? – NO!

This is not your grandfather's shop class. Unlike in the past where the sole focus was on preparing students for work, today's CTE helps prepare students to be college and career-ready by providing core academic skills, employability skills and technical, job-specific skills.

You can't get a good-paying job unless you have a degree – WRONG AGAIN!

Middle-skill jobs, those that require some education and training beyond high school, but less than a bachelor's degree, are a significant part of the economy. Of the 55 million job openings created by 2020, 30 percent will require some college or a two-year associate degree.

Purpose of this Handbook:

The purpose of this Career and Technical Education (CTE) Handbook is to promote career exploration and awareness for the many programs offered throughout the three colleges of Riverside Community College District (RCCD): Moreno Valley College, Norco College and Riverside City College. Valuable partnerships, both between faculty and students, and between local businesses and faculty, ensure that students are learning the skills they need for careers they want.

How to use this book:

RCCD colleges offer more than one hundred career and technical education (CTE) certificate and degree patterns in 13 separate industry sectors. This handbook is organized alphabetically by industry sector. Within each industry sector of the handbook, viewers will find a list of the programs offered throughout the District, as well as a description of the program including the number of units and classes required to complete the certificate or degree pattern. The letter notation next to the program title denotes which college, or colleges, offer the program. For example, (MNR) would indicate that the program is offered at Moreno Valley College, Norco College and Riverside City College. Each of the programs highlighted in this handbook lead to an associate's degree, state approved certificate or certificate of career preparation. Consult the Curricular Patterns section of the individual college catalog for more information and a detailed list of the required courses:

Moreno Valley College Catalog: http://mvc.edu/catalog.cfm
Norco College Catalog: http://norcocollege.edu/academics/Pages/College-Catalog.aspx
Riverside City College Catalog: http://www.rcc.edu/departments/Pages/College-Catalog.aspx

Award Type:

CTE programs leading to an Associate of Science degree will be notated with MAS (Moreno Valley), NAS (Norco), and/or AS (Riverside City), followed by the degree number, after the program name.

CTE programs leading to a certificate will be notated with MCE (Moreno Valley), NCE (Norco) and/or CE (Riverside City), followed by the certificate number, after the program name.

⭐ Special Program Admission:

Some programs have special application processes, prerequisites, registration dates, program start dates, or other requirements. Students interested in seeking admission to one of these programs must contact the program department for the most up-to-date information.

What is an industry sector?

For the purpose of this handbook, an industry sector is a group of related career and technical education (CTE) programs that prepare students for occupations that operate in the same segment of the economy or share similar skill sets.

Keep reading to learn more about the degree and certificate programs offered in the following industry sectors:

Arts, Media and Entertainment

Building and Construction Trades

Business and Finance

Education, Child Development and Family Service

Engineering and Architecture

Fashion and Interior Design – Personal Services

Health Science and Medical Technology

Hospitality, Tourism and Recreation

Information and Communication Technologies

Manufacturing and Product Development

Marketing, Sales and Service

Public Service

Transportation

Programs offered at Moreno Valley College

PROGRAMS OFFERED OFF-CAMPUS AT BEN CLARK TRAINING CENTER

Fire Technology & EMS Programs:
16888 Bundy Avenue • Riverside, CA 92518

Law Programs
16791 Davis Avenue • Riverside, CA 92518

www.mvc.edu

Programs offered at Norco College

www.norcocollege.edu

Programs offered at Riverside City College

www.rcc.edu

Programs offered at Riverside City College

Information and Communication Technologies 36

Computer Information Systems
- Computer Programming
- C++ Programming
- CISCO Networking
- Java Programming
- Systems Development
- Web Master
  - Web Designer Concentration
  - Web Developer Concentration
- Information Security

Manufacturing and Production Development 40

Welding Technology
- Stick Welding (SMAW)
- TIG Welding (GTAW)
- Welding Technology
- Wire Welding (FCAW, GMAW)

Marketing and Sales 44

Business Administration
- Business Administration (Major Core Requirements)
  - Marketing Concentration
  - Real Estate Concentration

Public Service 46

Administration of Justice
- Crime Scene Investigation
- Investigative Assistant
- Victim Services Aide

Paralegal Studies

Transportation 50

Automotive Technology
- Auto Collision Repair
  - Collision Repair Emphasis
  - Refinishing and Paint Emphasis
- Automotive Trim and Upholstery
- Electrical
- Mechanical

Get Help Paying for College

Student Financial Services Department is dedicated to providing quality customer service and financial aid assistance to all students in need of financial resources to help them achieve their educational goals.

Financial aid consists of loans, grants, work-study programs, fee waivers and scholarships to help you cover your educational expenses.

In order to receive any financial assistance, you must fill out and submit a Free Application for Federal Student Aid (FAFSA).

Go to https://fafsa.ed.gov/ to fill out your free application.

School Codes:

Moreno Valley College: 041735
Norco College: 041761
Riverside City College: 001270

with a career in
Arts, Media & Entertainment

UNLEASH YOUR CREATIVE SIDE

Traits of people in the industry:
> have active imaginations
> like to paint, draw or perform
> play an instrument or dance
> are independent and creative
> feel comfortable expressing feelings

There are many creative people in this world. Their minds can visualize, hear and imagine great things. If you have a passion for creativity, a career in the Arts, Media, and Entertainment industry may be right for you! Jobs in this industry include animators, multi-media artists, musicians, broadcasters and directors. Check out our programs in Applied Digital Media & Printing, Art, Film / Television & Video, Game Simulation and Development, Music Industry Studies, and Photography.

APPLIED DIGITAL MEDIA AND PRINTING

BASIC GRAPHIC COMMUNICATION (R)
CE822

This program prepares students for basic careers in Graphic Communication. This includes instruction in all phases of project creation and production, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into print design, production, and finishing.
Required Courses (17 units) – 7 courses

BASIC GRAPHIC DESIGN (R)
CE823

This certificate prepares students for a career in 2-dimensional graphic design, emphasizing layout, typography, and correct color models. Students produce real-world projects in an environment of a live, production facility with strong emphasis on deadlines and intended market, using the latest equipment and software available.
Required Courses (17 units) – 7 courses

ELECTRONIC PUBLISHING AND DESIGN (R)
CE862

This certificate prepares students for careers in electronic publishing and web design. This includes instruction in basic web design, page layout, vector graphics, photo manipulation, file preparation, e-publishing and interactive design, using the latest equipment and software available.
Required Courses (17 units) – 7 courses

GRAPHIC DESIGN AND PRINTING (R)
AS653 / CE653

This program prepares students for a wide variety of careers in graphic communication and new media. This includes instruction in graphic design, illustration, photo manipulation, web design, animation, electronic prepress, press operation, bindery, and management, using the latest equipment and software available within a live, production facility. Classes are structured to give strong academic and hands-on experience for entry into the graphic communication/new media industries.
Required Courses (36 units) – 14 courses

MOTION GRAPHICS AND 3D ANIMATION (R)
CE821

This certificate prepares students for careers in multimedia graphics and computer animation. This includes instruction in photo manipulation, web animation, motion graphics, compositing, basic modeling and 3D animation using the latest equipment and software available.
Required Courses (17 units) – 7 courses

Unleash Your Creative Side

ART

VISUAL COMMUNICATIONS - ANIMATION (R)
CE774
This program prepares individuals to communicate information, entertainment and ideas through animation and cinematic arts. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including, but not limited to, storyboarding, directing, editing, and all aspects of animation film production.
Required Courses (15 units) – 5 courses

VISUAL COMMUNICATIONS - ILLUSTRATION (R)
CE825
This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.
Required Courses (17 units) – 7 courses

COMPUTER INFORMATION SYSTEMS

GRAPHIC DESIGN (N)
NAS647 / 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.
Required Courses (26 units) – 9-10 courses

SIMULATION AND GAMING: GAME ART (M)
MAS739 / MCE739
This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.
Required Courses (36 units) – 11 courses

FILM, TELEVISION AND VIDEO

FILM, TELEVISION AND VIDEO PRODUCTION SPECIALIST
AS641 / CE641
The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

Film, Television and Video Production Emphasis (R)
Required Courses (32-33 units) – 11 to 12 courses

Sound Engineering Emphasis (R)
Required Courses (32-33 units) – 11 to 12 courses

BASIC TELEVISION PRODUCTION (R)
CE842
Required Courses (17 units) – 6 courses

Arts, Media and Entertainment

GAME DEVELOPMENT

GAME ART: CHARACTER MODELING (N)
NAS687 / NCE687
Students completing the Game Art: Character Modeling program will possess advanced knowledge of digital modeling as well as applied skills in rigging and materials. Students will gain skills in figure drawing and the application into a game environment. The final course of this program is a capstone project where students work in an interdisciplinary team with students from other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as a character modeler, environment modeler, lighting artist, or 3D artist.
Required Courses (44 units) – 14 courses

GAME ART: ENVIRONMENTS AND VEHICLES (N)
NAS688 / NCE688
Students completing the program will be well qualified to create large scale models including environments, props, and vehicles, as well as indoor and specialized enclosures in video game worlds. The final course of this program is a capstone project where students work in an interdisciplinary team with students from other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the field as a 3-D environments artist, prop modeler, level builder or junior modeler.
Required Courses (38 units) – 12 courses

GAME DESIGN (N)
NAS685 / NCE685
Students completing the Game Design program will be well qualified in the game design process, including game design documentation, standard game design techniques and tools for rapid prototyping including both non-digital and digital methods. Students will be prepared to enter the field as an independent designer, assistant producer, or junior level designer. The final course of this program is a capstone project where students work in an interdisciplinary team with students from other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce.
Required Courses (33 units) – 9 courses

GAME PROGRAMMING (N)
NAS691 / NCE691
Students completing the Game Programming certificate or A.S. degree will be well qualified in the process of designing and coding programming logic for games including coding game rules, mechanics and simulations to create complete modules and game experiences. The final course of this program is a capstone project where students work in an interdisciplinary team with students from other tracks of the game development programs to create a complete, original game which is ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as an independent game developer specializing in game programming.
Required Courses (37-38 units) – 11 courses

PHOTOGRAPHY

PHOTOGRAPHY (R)
AS592 / CE592
This program focuses on the principles and techniques of communicating information, ideas and emotion through digital and film photography. The goal is to prepare individuals for careers in photographic and photography-related fields. This includes instruction in: camera operation and maintenance, use and maintenance of all photographically-related equipment, selection of camera equipment, digital and film media, printing media, film developing, light and composition, color and special effects, photography as art, the history of photography, and the use of computer applications to refine and organize photographic images.
Required Courses (18 units) – 6 courses

Unleash Your Creative Side

MUSIC INDUSTRY STUDIES

AUDIO PRODUCTION (N)
NAS684 / 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 Digital Audio Workstation (DAW), 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.
Required Courses (36-38 units) – 12 to 14 courses

PERFORMANCE (N)
NAA645 / NCE645

The Music Industry Studies: Performance certificate is a program 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 music technology and record in a state-of-the-art 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 instrumentalists and vocalists in studio or live performance settings.
Required Courses (33-37 units) – 14 to 15 courses

Steps to Enroll

Admissions Application – Students only need to apply to one of the three colleges within Riverside Community College District (RCCD). The college to which you apply will be your Home College. This is where you will receive services related to assessment, counseling, and financial aid. You can still take classes at any of the three college sites, or online.

Step 1 – To apply:
        Moreno Valley College: www.mvc.edu and click the **Apply for College** link
        Norco College: www.norcocollege.edu and click the **Apply Now** link
        Riverside City College: www.rcc.edu and click the **Apply Here** link

Step 2 – Orientation:
Orientation introduces you to terminology, academic programs and student services and gives you planning tools you'll need to succeed in college. To access the online orientation, log on to your WebAdvisor account and click on the **Take Your Online Orientation** link under the Academic Planning header.

Step 3 - Assessment Test:
Testing includes English, Reading and Math placement tests. You can't fail these tests - they are designed to assess your knowledge and place you in the class best suited to your skills. After completing your orientation, you may schedule the assessment test. Click on the **Assessment** or **Assessment Center** link of your Home College website for information on testing.

Step 4 – First Semester Educational Plan:
You will be able to complete a first semester educational plan on WebAdvisor. Click the **Create First Semester Ed Plan** link under the Academic Planning header.

Step 5 – Counseling:
Students are encouraged to meet with a counselor to receive information on which courses to take to meet their educational and career goals.

Note: Make sure to activate your student email address. This is how the college will communicate important information and updates including registration date, available courses, schedule changes, waitlist status, and more.

Highlighting

Music Industry Studies
Norco College

Grammy-nominated educator, Norco College Music Instructor Brady Kerr, wants to increase the visibility of the College's music program and recruit students who are interested in pursuing careers in audio production and/or musical performance. Kerr, who has worked with performers such as Ryan Sill (*The Voice*), Rocky Peter (*American Idol*) and Benji Schwimmer (*So You Think You Can Dance*), says Norco's program is a "hidden gem" in Southern California.

To accomplish spreading the word about the program, Kerr and Norco College Director of Music Kim Kamerin have established the 'Norco Music Street Team' designed to present the program to potential students. "We hope to partner with local school districts," says Kerr, who describes three aspects of the Street Team activities at local schools:

1. In-class presentations to school choir or band classes;
2. Outdoor performances or lunchtime concerts by Norco Music musicians;
3. Participation in school assemblies or special events.

Music students who are Street Team members represent the College as well as the music program. The College offers courses in audio production, performance and musical training. Students can be certified in Pro Tools - an AVID software utility used extensively in the music industry. Pro Tools certified sound technicians can work in the recording industry, as well as with film and video game production.

Kerr, who is a certified Pro Tools instructor, says students receive a great value by learning the software at Norco. "It can be very expensive to learn Pro Tools and take the necessary exams to become certified, however at Norco College it's included with the cost of college admission."

Norco Music has released six studio albums, wholly produced in state-of-the-art facilities at the College. All songs were written and performed by Norco Music students. The albums are available at all major online retailers including Spotify, Amazon and iTunes. In addition, the Norco Choir, led by Director Kim K. Kamerin, has performed both nationally and internationally. The College hosts several showcases each year featuring the Norco Choir, the Studio Arts Ensemble, Student Songwriters and Applied Music Students.

Norco Music Program Highlights:
• Certificates and degrees in Audio Production, Performance and Music
• Industry-standard Pro Tools Certification included with the cost of college admission
• Students gain real-world producing and performance experience
• Partnerships with local schools and music industry professionals

"At Norco College, we have a professional 'real-life' recording and production environment available to students in our music program. Our goal is to help students map out their career in the music industry."

Brady Kerr

For more information on the Norco MIS, visit: www.norcomusic.com

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Do you want to learn more about CTE programs offered at Norco College?
Check out this video! https://youtu.be/6aPamcgVMFI

with a career in
Building & Construction Trades

BUILD YOUR CAREER FROM THE GROUND UP

Traits of people in the industry:
like working with tools
good at math
can follow directions
like team projects
prefer working outdoors

Many people like working with their hands. They enjoy taking things apart and putting them back together. If you want to help build the world around you, a career in the Building and Construction Trades may interest you. Jobs in this industry include plumbers, electricians, heating and air conditioning service, and carpenters. Check out our programs in HVAC, Construction Technology, and Electrician/Electronics.

AIR CONDITIONING AND REFRIGERATION

AIR CONDITIONING AND REFRIGERATION (R)
AS596 / CE596
This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of air conditioning and refrigeration systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and electronics as they relate to the repair of air conditioning and refrigeration systems.
Required Courses (26-27 units) – 6 courses

CONSTRUCTION TECHNOLOGY

CONSTRUCTION TECHNOLOGY (N)
NAS532 / 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.
Required Courses (30 units) – 11-12 courses

ELECTRONICS

DIGITAL ELECTRONICS (N)
NAS656 / NCE656
The Digital Electronics program first prepares students with the fundamental theories of DC and AC electronic components, circuits and 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.
Required Courses (29 units) – 8-9 courses

ELECTRICIAN (N)
NAS766 / 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 (http://www.dir.ca.gov/dlse/ecu/electricaltrainee.htm).
Required Courses (31-32 units) – 9 courses

ELECTRICIAN APPRENTICESHIP (N)
NAS485 / 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 a certificate, Associate of Science degree, and/or a Journeyperson 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.
Required Courses (35 units) – 10 courses
*Please note that separate application and additional requirements may be needed

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.
Required Courses (13 units) – 4 courses

with a career in
Business & Finance

INCREASE YOUR CASH FLOW

Traits of people in the industry:

good at math

like to read business and financial information

follow the stock market

conscientious and reliable

enjoy selling things

Everyone needs effective business and financial management; from the self-employed individual to very large corporations. Business and Finance is an exciting industry which offers many different careers, beyond banking. If you are detail-oriented, and enjoy working with numbers and computer applications, you should explore this career path. Jobs in this industry include bookkeepers, chief executives, payroll clerks, tax examiners, and insurance underwriters. Check out our programs in Business Administration, Entrepreneurship, Small Business Accounting, Computer Applications and Office Technology.

BUSINESS ADMINISTRATION

Major Core Requirements
Required Courses (18 units) – 6 courses
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 of their choice:

ACCOUNTING CONCENTRATION (MNR)
MAS523 / MCE523 – NAS523 / NCE523 – AS523 / CE523
This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.
Required Courses (30 units) – 10 to 12 courses

GENERAL BUSINESS CONCENTRATION (MNR)
MAS524 / MCE524 – NAS524 / NCE524 – AS524 / CE524
This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services; understanding business organizations, general management, and employee motivation strategies; basic accounting principles; the economy; and marketing.
Required Courses (30 units) – 10 to 12 courses

HUMAN RESOURCES CONCENTRATION (R)
AS623 / CE623
This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. This includes instruction in personnel and organization policy, human resources dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.
Required Courses (30 units) –10 courses

LOGISTICS MANAGEMENT CONCENTRATION (N)
NAS580 / 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.
Required Courses (30 units) – 10 to 11 courses

MANAGEMENT CONCENTRATION (MNR)
MAS521 / MCE521 – NAS521 / NCE521 – AS521 / CE521
This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.
Required Courses (30 units) – 10 to 12 courses

Increase Your Cash Flow

ENTREPRENEURSHIP (R)
AS531 / CE531
This program prepares individuals to start and successfully operate their own businesses. The program focuses on the assessment of the market need, and the necessary skills for successful entry, operation and exit. It prepares individuals to develop an original business plan, a marketing plan and to evaluate their competitiveness in the market, and includes the initial analysis of a business idea to determine feasibility and start-up requirements. The program prepares individuals to perform the duties of planning, overseeing and directing business operations and employees as well as collecting and analyzing data / information to identify potential product or service demand. Potential occupations include small business or franchise owner, economic developer, small business development specialist, or independent artist, trades worker, consultant, professional and contract outsource labor.
Required Courses (24 units) – 8 courses

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.
Required Courses (10 units) – 4 courses

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.
Required Courses (10 units) – 4 courses

INTERNATIONAL BUSINESS (R)
CE627
This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.
Required Courses (15 units) – 5 courses

OPERATIONS AND PRODUCTION MANAGEMENT (R)
CE833
This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, productions, and manufacturing. This includes instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor regulations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.
Required Courses (15 units) – 5 courses

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.
Required Courses (4 units) – 1 course

SMALL BUSINESS ACCOUNTING (MNR)
MCE859 – NCE859 - CE859
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.
Required Courses (6 units) – 2 courses

SMALL BUSINESS PAYROLL ACCOUNTING (MNR)
MCE860 – NCE860 - CE860
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.
Required Courses (6 units) – 2 courses

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

ADMINISTRATIVE OFFICE PROFESSIONAL (R)
CE637
This certificate provides students with the knowledge and skills to perform intermediate administrative clerical duties including providing administrative and clerical support to administrative staff and assisting with coordinating and implementing office procedures.
Required Courses (13.5 units) – 5 courses

BUSINESS INFORMATION WORKER (R)
CE522
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.
Required Courses (19 units) – 8 courses

EXECUTIVE OFFICE MANAGEMENT (R)
AS639 / CE639
This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.
Required Courses (34 units) – 13 courses

EXECUTIVE OFFICE PROFESSIONAL (R)
CE635
This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives including coordinating and managing personnel and operations in business offices, as well as budget preparation, scheduling, and report preparation.
Required Courses (13.5 units) – 5 courses

LEGAL ADMINISTRATIVE PROFESSIONAL (R)
CE611
Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.
Required Courses (12 units) – 4 courses

OFFICE ASSISTANT (R)
CE633
This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.
Required Courses (10 units) – 4 courses

QUALITY ASSURANCE (R)
AS672
Start with Level I certificate, and take one or two more classes to get to the next level. After 30 units/10 courses you'll have five certificates. Add in 30 units of general education requirements and finish with an Associates of Science degree PLUS five certificates!
Required Coursed (30 Units) - 10 courses

Quality Assurance Level I
CE654
Provides students with the technical knowledge and skills to perform inspection and testing procedures in a production environment. Upon completion, students will be able to read and interpret industrial drawings, perform mathematical calculations, determine product suitability for use and can be applied to national and international standards of quality.
Required Courses (12 Units) – 4 Courses

Quality Assurance Level II
CE657
Adds to the knowledge and skills of the Level I certificate completers and enables them to apply statistical analysis to evaluate and control business processes.
Required Courses (18 Units) - 6 Courses

Quality Assurance Process Analyst
CE658
Builds on the Level I and II certificates by providing additional advance statistical analytic tools to solve quality problems and involves quality improvements projects in either manufacturing or service industries.
Required Courses (21 Units) - 7 Courses

Quality Assurance Inspector
CE660
Expands on the three previous certificates by adding the knowledge and skills of Measurement System Analysis, inspection systems, traceability, Failure Modes and Effects Analysis, and corrective action.
Required Courses (27 Units) - 9 Courses

Quality Assurance Auditor
CE672
Provides the fundamental knowledge of the concepts and conduct of quality auditing. Building on the quality assurance foundation of the certificate pattern, students completing this certificate will understand the standards and principles of auditing and the techniques of examining, questioning, evaluating, and reporting quality system adequacy. The focus is on internationally recognized standards.
Required Courses (30 Units) - 10 Courses

with a career in
**Education,
Child Development
& Family Service**

TOUCH A LIFE
FOREVER

Traits of people in the industry:

like helping people

good communicators

enjoy teaching and working with others

can plan and organize activities

enthusiastic and optimistic attitude

Educators have the opportunity to influence a person's life in so many positive ways. If you have a passion for education, or a desire to help people, and take satisfaction in making an important difference in other people's lives, then a career in Education, Child Development and Family Service is for you! Jobs in this industry include teachers, family advocates, school counselors, social workers, and elder care coordinators. Check out our programs in Community Interpretation, Early Childhood Education, Education Paraprofessional, Human Services and Sign Language Interpreting.

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION (M)
MAS557 / MCE557

The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.
Required Courses (18 units) – 4 courses

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION (MNR)
MAS544 / MCE544 – NAS544 / NCE544 – AS544 / CE544

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education certificates are available from the Early Childhood Education department.
Required Courses (31 units) – 10 to 12 courses

ASSISTANT TEACHER (MNR)
MCE795 – NCE795 – CE795

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.
Required Courses (6 units) – 2 courses

TWELVE CORE UNITS (MNR)
MCE797 – NCE797 – CE797

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The twelve core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.
Required Courses (12 units) – 4 courses

Touch A Life Forever

INTERVENTION ASSISTANT (MNR)
MAS601 / MCE601 – NAS601 / NCE601 – AS601 / CE601
This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education department. Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels. For interactive video information about the Child Development Permit, see www.rcc.edu/departments/earlychildhoodstudies/Pages/ChildDevelopment-Permit.aspx
Required Courses (34 units) – 11 courses

INFANT AND TODDLER SPECIALIZATION (MR)
MCE681 – CE681
The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.
Required Courses (12 units) – 4 courses

EDUCATION PARAPROFESSIONAL

EDUCATION PARAPROFESSIONAL (MR)
MAS603 / MCE603 – AS603 / CE603
This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.
Required Courses (25-27 units) – 7-8 courses

HUMAN SERVICES

HUMAN SERVICES (M)
MAS663 / MCE663
The Human Services program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes; halfway houses; mental health and correctional facilities and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.
Required Courses (20 units) – 8 courses

EMPLOYMENT SUPPORT SPECIALIZATION (M)
MCE802
This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.
Required Courses (4 units) – 2 courses

SIGN LANGUAGE INTERPRETING

SIGN LANGUAGE INTERPRETING (R)
AS505 / CE505
This program prepares individuals to function as simultaneous and consecutive interpreters as well as transliterators of American Sign Language (ASL) and other signing systems employed to assist deaf and hard-of-hearing people, both voice-to-sign and sign-to-voice interpretation. This includes instruction in American Sign Language (ASL), alternative sign systems, fingerspelling, vocabulary and expressive nuances, oral and text translation skills, cross-cultural communications, slang and colloquialisms, and technical interpretation.
Required Courses (28.5 units) – 8 courses

Highlighting

Early Childhood Education Center
Moreno Valley College

"Building a Healthy Community!"

Carrie Worley, director of the MVC Early Childhood Education Center, understands it is never too early to teach children healthy living habits. She insists, however, "We must include the entire family if we want to make long-term change. The goal is to prevent obesity and illnesses which are caused by poor eating choices and a sedentary lifestyle."

The Early Childhood Education Center Children's program is open to children ages two to five years and is available for community members including MVC students, faculty and staff. Classes are taught by students pursuing a certificate in Child Care, or an associate degree in Social or Behavioral Sciences. Many use the degree as a bridge to advanced studies for social work or other fields.

Currently, the Center is participating in Nutrition and Physical Activity Self Assessment for Child Care (NAP SACC) an initiative designed to assist child care facilities in improving nutrition and increasing physical activity for their pre-school age students. Some of the ways this is accomplished at MVC's Center include:
- Offering healthy alternatives for snacks., such as fruit and vegetables
- Encouraging water or low-fat milk as beverages, instead of sweetened juices and sodas
- Leading active play times, both outdoor and indoor
- Communicating healthy nutrition and physical activity choices to family members

The MVC Center has an on-site garden which grows green beans, cucumbers, tomatoes, and squash, to name a few. Children are taught how to plant and tend the garden. "This is an excellent way to expose children and their families to a low-cost option for fresh vegetables," says Worley. She also has started a Community Workout exercise program which she teaches on Tuesday and Thursday evenings, describing it as "open to all – parents and siblings as well as the outside community. We want the entire family to get healthy together!"

Early Childhood Education Highlights:
Center open to children ages two to five;
Available for community members including MVC students, faculty and staff;
Emphasis on proper nutrition and increased physical activity;
On-site garden and community exercise program;
Tours available Monday-Friday from 10:00 to 11:30 am, or 4:00 to 5:00 pm.

"We have a strong sense of community at the Center. Our goal is to support the family with the social and emotional development of their child."

Carrie Worley, director, Moreno Valley College Early Childhood Education Center

For more information on the Early Childhood Education Center visit:
http://www.mvc.edu/depts/ece.cfm
Or call: (951) 571-6214

For more information on the MVC CTE:
Moreno Valley College
6130 Lasselle Street,
Moreno Valley, CA 92551
(951) 571-6292
www.mvccte.com

with a career in
**Engineering &
Architecture**

DESIGN YOUR
FUTURE

Traits of people in the industry:
good at math and science
good problem solvers
like to work collaboratively
have innovative ideas
pay attention to detail

The world's future will be shaped by ideas that are developed by those working in the Engineering and Architecture industry. Do you want to play a role in helping to create the world of tomorrow? If you answered yes, then consider a career in this field. Jobs in this industry include CAD/CAM technicians, software engineer, architect, surveyors, and mechanical drafting. Check out our programs in Architecture, Drafting Technology and Engineering Technology.

ARCHITECTURE

ARCHITECTURAL GRAPHICS (N)
NCE787

The Architectural Graphics certificate 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 and 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. Certificate 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.
Required Courses (9 units) – 3 courses

DRAFTING TECHNOLOGY

DRAFTING TECHNOLOGY (N)
NAS539 / 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 the industry. This includes instruction in engineering graphics, computer-aided drafting (CAD), two-dimensional and three-dimensional engineering design, solids modeling, rapid prototyping and engineering animation. Students completing this certificate will be qualified for an entry level drafting or mechanical design position.
Required Courses (25-27 units) – 9 courses

ENGINEERING TECHNOLOGY

3D MECHANICAL DRAFTING (N)
NCE863

This certificate includes courses intended to help students qualify for an entry level CAD operator/drafter or help someone, already in the industry to update their skills. Students can expect an entry level position as a CAD operator, mechanical drafter, engineering assistant and engineering technician.
Required Courses (9 units) – 3 courses

ENGINEERING GRAPHICS (N)
NCE796

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of engineering by completing a portfolio, which may include sketches, Computer Aided Drafting (CAD), 3-D models, and rapid prototyping.
Required Courses (9 units) – 3 courses

with a career in

Fashion & Interior Design — Personal Services

MAKE THE CUT

Traits of people in the industry:
are creative
like to draw, paint, or sew
follow fashion and hairstyle trends
like to experiment with makeup
have an eye for color

For people with a great sense of style and strong creative drive, Fashion and Interior Design – Personal Services is an industry worth exploring. Jobs in the Personal Services area include barbers, hair stylists, and estheticians. Check out our programs in Cosmetology.

COSMETOLOGY

COSMETOLOGY (R)
AS534 / CE534

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

Required Courses (47.5 units) – 5-6 courses

*Please note that separate application and additional requirements may be needed

COSMETOLOGY BUSINESS ADMINISTRATION

ENTREPRENEURIAL CONCENTRATION (R)
AS537 / CE537

This program prepares the skilled cosmetologist to develop and operate their own cosmetology business. It will enable them to understand the market needs and how to adapt their business to the current trends. The program will enable students to establish pricing and marketing strategies to improve likelihood of business success. The student will be prepared to own and run an independent business in any of the fields related to cosmetology.

Required Courses (21 units) – 7 courses

*Please note that separate application and additional requirements may be needed

MANAGEMENT AND SUPERVISION CONCENTRATION (R)
AS535 / CE535

This program prepares the student to supervise or manage a cosmetology salon with multiple employees. They will also be capable of hiring, training and motivating employees of a cosmetology business. They will also have the skills to evaluate customer needs and provide services to meet customer needs and expectations. They will be capable of operating their own business or manage the business for a salon owner.

Required Courses (21 units) – 7 courses

*Please note that separate application and additional requirements may be needed

COSMETOLOGY INSTRUCTOR TRAINING (R)
CE675

Required Courses (15 units) – 2 courses

*Please note that separate application and additional requirements may be needed

with a career in
Health Science & Medical Technology

YOUR PRESCRIPTION FOR SUCCESS

Traits of people in the industry:
interested in science
good problem solvers
work well on a team
pay attention to detail
comfortable in a healthcare setting

Health care is one of the fastest growing career fields. Surprisingly, doctors and nurses comprise less than 40% of healthcare professionals, while allied health professionals make up an estimated 60% of the US healthcare workforce. If you have a strong desire to help people, and want a career in one of the most in-demand fields, Health Science and Medical Technology is the industry for you. Jobs in this industry include medical assistant, dental hygienist or assistant, x-ray technician, medical records clerk, medical coder, and health educator. Check out our programs in Dental Assisting, Dental Hygiene, Kinesiology, Medical Assisting, and Nursing.

DENTAL ASSISTANT

DENTAL ASSISTANT (M)
MAS621 / MCE621
This program prepares individuals to provide patient care, take dental radiographs (x-ray), and prepare patients and equipment for dental procedures, as well as discharge office administrative functions under the supervision of dentists and dental hygienists. This includes instruction in dental record keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, dental radiography, pre- and post-operative patient care and instruction, chair-side assisting, taking tooth and mouth impressions, and supervised practice.
Required Courses (32.5 units) – 13 courses
⭐ *Please note that separate application and additional requirements may be needed

DENTAL HYGIENE

DENTAL HYGIENE (M)
MAS724
This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.
Required Courses (60.5 units) – 37 courses
⭐ *Please note that separate application and additional requirements may be needed

KINESIOLOGY EXERCISE, SPORT, AND WELLNESS

KINESIOLOGY EXERCISE, SPORT, AND WELLNESS
This program prepares individuals to apply business, coaching, and physical education principles to the organization, administration, and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

ATHLETIC TRAINING EMPHASIS (R)
AS597 / CE597
Required Courses (29 units) – 9 courses

COACHING EMPHASIS (R)
AS599 / CE599
Required Courses (30-31 units) – 12 courses

FITNESS PROFESSIONS EMPHASIS (R)
AS595 / CE595
Required Courses (24-25 units) – 8 courses

Your Prescription for Success

MEDICAL ASSISTING

ADMINISTRATIVE / CLINICAL MEDICAL ASSISTING (M)
MAS718 / MCE718
This program prepares individuals to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, administration of medications, and first aid under the supervision of a physician. This includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical/diagnostic examination, testing, and treatment procedures.
Required Courses (22 units) – 6 courses

MEDICAL TRANSCRIPTION (M)
MAS701 / MCE701
The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.
Required Courses (26 units) – 8 to 9 courses

NURSING

CRITICAL CARE NURSE (R)
CE581
This program provides the didactic instruction needed to prepare the Registered Nurse to become a specialist in the care of patients requiring intensive and high technical supportive care. Approved by the California Board of Registered Nursing for continuing education (provider number 00100).
Required Courses (5 units) – 1 course
⭐ *Please note that completion of the RN program is required prior to enrolling in this course.

NURSING ASSISTANT (R)
CE584
This program prepares individuals to perform routine nursing related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.
Required Courses (9.5-10 units) – 1 to 2 courses
⭐ *Please note that separate application and additional requirements may be needed

REGISTERED NURSING PROGRAM (R)
AS586
The School of Nursing is a vital component of Riverside City College (RCC) and embraces the mission, values, and traditions of both the Riverside Community College District and the College. The School of Nursing prepares quality nursing healthcare providers using a student centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.
Required Courses (74 units) – 19 courses
⭐ *Please note that separate application and additional requirements may be needed

VOCATIONAL NURSING (R)
AS588 / CE588
The School of Nursing is a vital component of Riverside City College (RCC) and embraces the mission, values, and traditions of both the Riverside Community College District and the College. The School of Nursing prepares quality nursing healthcare providers using a student centered approach through teaching excellence in an environment conducive to learning. The Vocational Nursing (VN) program prepares individuals for general vocational nursing roles and for collaboration with other professionals and consumers in the delivery of evidence based healthcare.
Required Courses (50.5 units) – 11 courses
⭐ *Please note that separate application and additional requirements may be needed

Highlighting

Apprenticeship Program
Norco College

"Apprenticeships with local employers!"

Norco College has leveraged its strong partnerships with business and industry to create apprenticeship opportunities for students. From local small businesses to Fortune 40 companies, the Norco College Apprenticeship program combines work-based learning with an education track designed to help companies develop professionals within their workforce.

Apprenticeships are a great way for students to engage in a potential career and enter the workplace. They enable students to earn a decent wage while learning key skills and gaining the qualifications that employers want.

Charles Henkels, apprenticeship director at Norco College, lauds a new partnership with Intelligrated, Walmart and Target for a Supply Chain Technician (Electro-Mechanical) Apprenticeship. "Partnering with employers like Walmart and Intelligrated, Norco College launched an electro-mechanical apprenticeship last year to create a talent ecosystem for one of the region's fastest growing occupations in industrial automation. Students brought on as apprentices increase their chances for long-term career success by combining technical knowledge with practical experience."

Norco College is also home to the National Center for Supply Chain Automation, which is developing a national certification for the technicians who maintain automated materials handling systems. The demand for these Certified Supply Chain Automation Technicians is expected to grow in the years ahead.

Brandon Andrews, senior manager of Corporate Learning and Development at Intelligrated explained, "There is a talent shortage in this sector of the market. At the same time, we think there are workers out there with good building blocks, but don't yet have the skills we need. That's why this program resonated with us."

Apprenticeships are possible in any occupation. In addition to traditional apprenticeship programs, like the IBEW's Electrician Apprenticeship, Norco College is working alongside businesses to create new career opportunities in areas like project management, business, construction estimating, and more. The focus is on meaningful partnerships with industry that eliminate the distinction between the classroom and the workplace.

"We know professionals grow throughout their career, and employment grows professionals. Partnering with the College allows employers to target skills and create efficiencies within that process," says Henkels. For example, TruTeam of California, Inc. worked with

(l-r) Antony Pagan, regional HR manager, and Claude Paolini, regional director, TruTeam of California, Inc. TruTeam is a national building products and services company.

"TruTeam is looking to Norco College to assist in preparing a workforce with the knowledge and experience necessary to be successful in our industry…."

Antony Pagan

Norco College to design a Project Management Apprenticeship that will give students an opportunity to understand the business from the ground up. Antony Pagan, regional HR manager, explains, "TruTeam is looking to Norco College to assist in preparing a workforce with the knowledge and experience necessary to be successful in our industry, by partnering to provide experienced-based practical learning and aiming to produce a consistent pool of qualified candidates who can be successful in their chosen endeavor."

Apprenticeships offer area employers an opportunity to collaborate with their region's educational institutions, and students a way to launch their career as they complete their education.

Apprenticeship Program Highlights:
• Job assignments with area employers
• Students get to explore career fields
• Apprenticeship often leads to full-time employment
• Apprenticeships available in various industries; i.e., business; logistics; construction

For more information on the Apprenticeship program, contact:

Charles Henkels, apprenticeship director
Career & Technical Education
Norco College
2001 Third Street
Norco, CA 92860
(951) 372-7028
www.norcocollege.edu

Do you want to learn more about CTE programs offered at Norco College?
Check out this video! https://youtu.be/6aPamcgVMFI

with a career in
**Hospitality,
Tourism &
Recreation**

SERVE UP A
GREAT FUTURE

Traits of people in the industry:
friendly, outgoing, people-oriented
energetic and enthusiastic
willingness to work long hours
good customer service attitude
like travel and new experiences

California is a top destination for people from around the globe. If you have a passion for food, travel or nutrition, look into the many options available in Hospitality, Tourism and Recreation. Jobs in this industry include chefs and head cooks, as well as food service managers and event planners. Check out our program in Culinary Arts.

CULINARY ARTS

CULINARY ARTS (R)
AS561 / CE561

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, and the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

Required Courses (26 units) – 4 courses

*Please note that separate application and additional requirements may be needed

Highlighting

Culinary Academy
Riverside City College

"Cooking for the Community!"

Students enrolled in the RCC Culinary Academy have been serving the local community for many years – whether providing catering for area events or preparing meals for breakfast and lunchtime patrons in the Academy Dining Room restaurant.

The Culinary Academy and full-service restaurant are located in Riverside Community College District's (RCCD) Centennial Plaza. The site includes classrooms; four kitchens - including one for baking and a demonstration kitchen equipped with video telecasting capabilities; a 120-seat public dining area; and roof-top space for catered events. Patrons of the restaurant receive fine-dining experience at half the cost of most establishments. Each customer gets full attention from student hosts and servers.

The Culinary Arts curriculum is designed to provide students with a professional and practical approach to: food preparation, use of state-of-the-art professional kitchens, and the daily operation of a full-service fine-dining restaurant. Students are also taught the basic knowledge needed to work in volume feeding establishments, and restaurant front-end and back-end business management.

"One can never know too much; the more one learns, the more one sees the need to learn more, perfecting oneself in the practicing of their art," says Chef David Avalos. "Our students leave the Academy wanting more. Our art inspires that desire."

The Culinary program partners with the community in other ways such as providing food preparation and serving for summer Military Appreciation Picnics and for Feed the Homeless events around Thanksgiving. In addition, says Chef Bobby Moghaddam, "The Academy opens its doors to local students for tours of the facility and participation in various food-related projects. We are developing our future generation of chefs!"

Culinary Program Highlights
• Program costs 90% less than a private culinary school
• 27 units required for culinary certificate
• Job placement assistance provided for Culinary graduates
• Students gain experience working in an actual restaurant

For more information on the RCC Culinary Academy, contact:
(951) 328-3663, "EAT FOOD"

The Culinary Restaurant is located at street-level in the RCCD building at the busy intersection of University Avenue and Market Street. Open for breakfast and lunch. Menus change weekly.

Culinary Academy Building & Restaurant
3801 Market Street,
Riverside, CA 92501

Highlighting

Cyber Security
Riverside City College

"Become a 'White Hat' Hacker and Protect Online Data"

Cyber Security – the protection of a computer's network, hardware, and software – has become a critical need for individuals, corporations, and for government institutions such as Homeland Security.

From local school and college data centers, to private laptops, making systems hack and damage proof has become a major concern. In addition, there is a need for individuals and organizations to understand how to make their online activities secure.

To meet the growing demand for cyber security experts, RCC offers the field of study as part of their Computer Information Systems (CIS) coursework. Led by Instructor Skip Berry the College offers classes in info-security, cyber security, and computer forensics. Students can receive a certificate or an A.S. in Information Security, and the program maps to Cal State San Bernardino's Cyber Corps program. Describing the need for workers with cyber security skills, Berry says, "Currently, there are over 300,000 openings worldwide. By 2020, it's anticipated that there will be over a million jobs in this field."

Berry is excited about a partnership with the Air Force Association's CyberPatriot Program. CyberPatriot is a national youth cyber education program created to help direct students toward careers in cyber security or other science, technology, engineering, and mathematics (STEM) disciplines. Beginning in summer 2017, RCC is one of the several locations across the country to offer their five-day CyberCamp. Students who attend receive a hands-on curriculum kit and are taught cyber ethics and critical network security skills. CyberCamp culminates in a team-based competition that puts the campers in the role of IT administrators tasked with finding and addressing cyber-security vulnerabilities in simulated network environments.

Another RCC-based activity is the Cyber Security Club for students enrolled in the program. Berry describes the club as an organization whose focus is community outreach and, "letting people, especially younger students, know how to be safe online. We are planning to give presentations to K-12 students on internet security. We want them to understand the permanency of the things they post online and the potential dangers."

"There is a great need for Cyber Security specialists in both government agencies and private companies. We offer a certificate and A.S. in Information Security, and our program feeds into related four-year college programs. There are many jobs available for students who complete these programs."

Skip Berry, M. S. Information Security & Assurance
RCC assistant professor CIS - Cyber Security

Berry concludes: "We know that keeping data safe from unauthorized users – hackers – has become a major undertaking for both government and the business community. This field is growing. We need people to make systems as hack-proof as possible. These are the good guys. They have the same skills as the hackers, but they are using these skills to keep our computers and data safe. The only difference is ethics and permission. We call them 'White Hat Hackers.'"

CIS - Cyber Security Program Highlights:
• Cyber Camps offered for high school students
• Certificate available for information security
• Training on Cisco Network Academy's Netlab Virtual Environment
• Campus Cyber Security Club

For more information on RCC's Cyber Security program, contact:

Skip Berry, M. S. Information Security & Assurance
Assistant Professor, CIS - Cyber Security
Riverside City College
skip.berry@rcc.edu
(951) 222-8051
CISSP, CEH, CHFI

For more information on the Air Force Association's CyberPatriot Program and Cyber Camps visit:
https://www.uscyberpatriot.org/

with a career in
Information & Communication Technologies

PROGRAM YOUR DESTINY

Traits of people in the industry:
like to solve puzzles
enjoy playing video games
like to tinker with electrical equipment
prefer fast-paced work environments
orderly and organized

Computers are everywhere, both in our personal and professional lives. People use their computers or smartphones to access mobile apps every day. Someone has to know how to program the computers so they know what to do; network multiple computers so they work together; design new software; and even repair computers. You could be one of these in-demand people within the Information and Communication Technologies industry. Jobs in the industry include computer programmers, network administrators, computer support specialists, cyber security, and computer repair technicians. Check out our programs in Computer Information Systems.

COMPUTER INFORMATION SYSTEMS

C++ PROGRAMMING (NR)
NCE803 – CE803
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.
Required Courses (13 units) – 4 courses

CISCO NETWORKING (R)
CE810
Cisco Certified Network Associate (CCNA) certificate validates the ability to install, configure, operate, and troubleshoot medium-size router and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This includes, but is not limited to, the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, and access control lists (ACLs). This certificate is designed for students with advanced problem solving and analytical skills. The curriculum offers a comprehensive and theoretical learning experience for analytical students, and uses language that aligns well with engineering concepts. Interactive activities are embedded in the curriculum, along with detailed, theoretical labs.
Required Courses (16 units) – 4 courses

COMPUTER APPLICATIONS (M)
MAS726 / MCE726
This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.
Required Courses (31.5-32.5 units) – 12 courses

COMPUTER PROGRAMMING (MNR)
MAS728 / MCE728 – NAS728 / NCE728 – AS728 / CE728
This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design; low and high level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.
Required Courses (26.5 units) – 9 courses

JAVA PROGRAMMING (NR)
NCE809 – CE809
Completion of this certificate provides the student with skills a new programmer would need to obtain employment programming Java applications.
Required Courses (13 units) – 4 courses

Program Your Destiny

SYSTEMS DEVELOPMENT (R)
CE806

The Systems Development mini certificate gives students the skills necessary to analyze, design, and develop an information system in any business environment that is involved in keeping data about various entities up to date and/or processing daily transactions.
Required Courses (12 units) – 4 courses

WEB MASTER

The Web Master certificate program prepares a student to be a valuable member of a professional web design or development team. The successful student will become a competent HTML and CSS coder, and be proficient enough in Dreamweaver to streamline the development cycle and effectively integrate all the typical technologies within a web site. Depending on the chosen emphasis, the student will also become more skilled at designing sites with web graphics and animation or more skilled at developing web applications with programming in JavaScript and PHP.

WEB DESIGNER CONCENTRATION (MR)
MCE820 – CE820
Required Courses (17 units) – 7-8 courses

WEB DEVELOPER CONCENTRATION (MR)
MCE843 – CE843
Required Courses (17 units) – 7-8 courses

SOUND & COMMUNICATION SYSTEMS INSTALLER APPRENTICESHIP (N)

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.
Required Courses (37 units) – 6 courses + 16 units of Apprenticeship Work Experience

*Please note that separate application and additional requirements may be needed

COMPUTER INFORMATION SYSTEMS

INFORMATION SECURITY CERTIFICATE AND CYBER DEFENSE (R)
CE740

The Information Systems: Information Security Certificate will give the students the basic skills needed in the field of Computer and Information Security. The focus on Cyber Security will provide students with the basic skills needed for an entry-level career in cyber security. The courses provide an overview of the entire field. Topics covered will include: Cisco Networking, Windows Operating System security, Linux security, Firewalls, Intrusion Prevention systems, security policies and procedures, Web security, and building a secure computer network. This program also maps to the California Community Colleges IT Technician pathway and C-ID state approved model curriculum.
Required Courses (20 units) – 6 courses

Highlighting

Cosmetology
Riverside City College

Students enrolled in the RCC Cosmetology program spend significant hours using their newly-learned skills to help the local community. Whether providing free haircuts to local residents-in-need, theatrical makeup for children at Halloween, or hair and makeup for fashion show fundraisers – student volunteers in the program's Cosmo Club are known throughout the Inland area and are frequently called upon.

In addition, the Cosmetology program, which is housed in its own facility on Olivewood in Riverside, offers low-cost salon services to patrons.

Nicholas Rodriguez, an instructor in the program, describes a strong partnership with the Children's Cancer Foundation. "We do a lot of fundraising for them. Our big events are the twice-a-year 'cut-a-thons,' which raise funds and provide support to children undergoing chemo. We ask for a $10 donation, but the special part is that we let the children themselves start the haircut." He adds, "It takes about 24 ponytails of hair to make a wig. Our students also style wigs for adults who are undergoing chemotherapy and radiation treatments."

Cosmetology is defined as the professional skill or practice of beautifying the face, hair and skin. Careers include hair stylists, manicurists, and makeup and skin specialists (estheticians). The RCC Cosmetology program and Esthetician classes prepare students to qualify for the California State Board of Barbering and Cosmetology examination. Upon passing the Cosmetology and/or Esthetician state examination, the student will be issued a license by the California State Board.

Besides the practice they receive while providing services to community organizations, the students enjoy helping people look and feel better. "I tell them hair is emotional," says Rodriguez. "People use their hair to reflect their personalities – some hide behind their hair, and some use their hair to boost their self-esteem. We have to be sensitive to where people are in life. What life changes they are going through. Our job is to use our skills to help them."

Cosmetology Program Highlights:
• Cosmetology Concentration (24 months – undergraduate certificate)
• Cosmetology Business Administration Entrepreneurial Concentration (18 months – undergraduate certificate)
• Cosmetology Business Administration Management & Supervision Concentration (18 months – undergraduate certificate)
• Esthetician Concentration (12 months)

For more information on the Cosmetology program, contact:
cosmoappointment@rcc.edu
Riverside City College Cosmetology
4699 Olivewood Riverside, CA 92506 (951) 222-8162

Nicholas B. Rodriguez
Assistant professor, Career & Technical Education, Cosmetology
Cosmo Club Advisor

Riverside City College Cosmetology Department's Cosmo Club has worked with campus and community organizations by providing free haircuts, manicures, face painting and help with other fundraisers. Partnerships have included:

1. American Cancer Society
2. Latino Health Services Expo
3. RCC Health Services
4. Feminists Unite
5. Halloween Town
6. Coalition for Common Good
7. Self Defense Workshop
8. Inter-Collegiate Hair Fashion Competition
9. Administration Showcase
10. Juvenile Hall
11. Battered Women's Shelter
12. Disaster Preparedness
13. Catholic Charities
14. "Walk for Violet"
15. Chicanos Community Health Fair
16. Christmas Toy Drive
17. ULACC Community Health Fair
18. YWCA Cut-a-Thon
19. Loma Linda Children Cancer Foundation
20. Miracle on Main Street Christmas Haircuts
21. Riverside Community Hospital Red Health Fair and Fashion/Extravaganza
22. Downtown Riverside Fashion Presentation

with a career in
Manufacturing and Product Development

ASSEMBLE YOUR OPPORTUNITIES

Traits of people in the industry:

like to work with their hands

curious about how things work

can follow assembly instructions

like to work with tools and machines

enjoy computer and technical magazines

California produces a wide range of products, from computers to plastics to clothing. Some products are made in large manufacturing plants, and others are made in someone's garage. The Manufacturing and Product Development industry is full of jobs that will turn your skill and creativity into a great career. Jobs in this industry include industrial machinery mechanic, structural metal fabricator, welder, robotics technician, and supply chain technician. Check out our programs in Manufacturing Technology, Supply Chain Technology, and Welding Technology.

MANUFACTURING TECHNOLOGY

COMPUTER NUMERICAL CONTROL PROGRAMMING (N) NAS655 / 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.
Required Courses (27-28 units) – 9 courses

COMPUTERIZED NUMERICAL CONTROL (CNC) OPERATOR (N)
NCE799

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.
Required Courses (17 units) – 6 courses

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.
Required Courses (12 units) – 5 courses

INDUSTRIAL AUTOMATION (N)
NAS737 / 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.
Required Courses (28-29 units) – 9 courses

Assemble Your Opportunities

WELDING TECHNOLOGY

WELDING TECHNOLOGY (R)
AS606 / CE606
This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; oxyacetylene and plasma cutting of ferrous and non-ferrous materials. Includes welding metallurgy, structural welding safety, and applicable codes and standards. These skills prepare students for the following careers: iron worker trade, steel worker trade, construction trades, pile driver trades, and glazing trades.
Required Courses (27 units) – 10 courses

STICK WELDING (SMAW) (R)
CE824
This certificate provides students with the technical knowledge and skill in oxyacetylene cutting, and SMAW welding to be able to enter into the welding career of either a structured steel field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder's helper in the field or in welding shops welding structural steel.
Required Courses (11 units) – 4 courses

TIG WELDING (GTAW) (R)
CE819
This certificate provides students with the technical knowledge and skill in the oxyacetylene cutting and GTAW welding to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment as a welder's helper in the field or as a beginning welder in a production setting welding thin materials.
Required Courses (11 units) – 4 courses

WIRE WELDING (FCAW, GMAW) (R)
CE818
This certificate provides students with the technical knowledge and skill in the oxyacetylene cutting and FCAW/GMAW welding to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder's helper or in a shop production welding setting welding structural steel, parts of medium thickness, or sheet steel.
Required Courses (11 units) – 4 courses

SUPPLY CHAIN TECHNOLOGY

SUPPLY CHAIN TECHNOLOGY (N)
NAS408 / NCE408
Supply Chain Technology 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 software, hardware, automated equipment and systems that support the supply chain. This includes complex conveyer systems, robotics, sensors, optics, mechanical drive systems and programmable logic controllers. Upon completion, students are prepared to successfully enter the field as electro-mechanical technicians, automated system technicians, industrial machinery mechanics, or supply chain technicians.
Required Courses (31-32 units) – 10 courses

Highlighting

Accelerated Certificate & Employment (ACE) Program
Norco College

The Accelerated Certificate & Employment (ACE) program at Norco College provides a fast-track to a good wage career for those interested in exploring in-demand jobs in areas such as industrial automation, machinist, and facility maintenance.

The program consists of seven-month cohorts which include six months of intensive learning and hands-on training in Norco College's state-of-the-art labs. The final month is devoted to job search skills and career preparation.

"We guarantee that everyone who completes the program will get an interview," says Program Director Jesse Lopez. "The majority of students also get employment offers within 90 days. The ACE program has built partnerships with industry, which is a driving factor behind our students' success. Upon graduating from ACE, students find careers that pay a living wage, without the burden of student debt."

Some of the local employers that hire ACE graduates include: Walmart E-Fulfillment Centers, Target Distribution Centers, Amazon Fulfillment Centers, FedEx, UPS, and many more.

Lopez adds, "The ACE program transforms lives. ACE helps our residents complete low-cost training to gain skills that lead to high-wage careers. There are countless success stories - some students recently returned to college after serving our country. Others graduated from high school and were undecided about their career and education goals. Despite their diverse beginnings, all graduates reap the same reward - a high wage career!"

ACE Program Highlights:
• Seven-month program
• Industrial automation, machinist, and facility maintenance jobs
• Guaranteed interviews and help with job placement
• Local employers ready to hire graduates

For more information on the ACE program, contact:

Jesse Lopez, MPA
ACE project director
Norco College, Career & Technical Education
2001 Third Street
Norco, CA 92860
t. (951) 738-7749
f. (951) 739-7805
www.norcocollege.edu

Do you want to learn more about CTE programs offered at Norco College? Check out this video! https://youtu.be/6aPamcgVMFI

"*After being out of high school for one year, I realized that traditional college life would not work for me. Going to school part time and working part time was not making me happy. Fortunately, I heard about the ACE program during an Information Session at Norco College. ACE gave me an opportunity to focus on courses I enjoyed. The hands-on training helped me understand the practical application of skills related to maintenance and automation. Within 30 days of graduating from the ACE program, I was referred to interview with FedEx. Days later, I was offered a high wage job as a technician. Now, I'm starting a career at the age of 20 and making a salary that will support this new chapter in my life*"
Abraham Mejia, ACE alum and new FedEx technician

with a career in
Marketing

SELL YOURSELF ON A BRIGHT FUTURE

Traits of people in the industry:
persuasive
creative ideas
outgoing and friendly
like making presentations
entrepreneurial mindset

Thanks to the internet, companies sell their products globally. With so many products on the market, companies will need salespeople and marketing to get the job done. If you think you would be good at selling the merits of a product, then you should consider a career in Marketing, Sales & Service. Jobs in this industry include sales managers, marketing directors, insurance sales agents, real estate agents, and advertising executives. Check out our programs in Business Administration – with a concentration in Marketing; Real Estate; and Retail Management.

BUSINESS ADMINISTRATION

Major Core Requirements
Required Courses (18 units) – 6 courses
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 of their choice:

MARKETING CONCENTRATION (MR)
MAS525 / MCE525 – AS525 / CE525
This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.
Required Courses (30 units) –10 to 12 courses

REAL ESTATE CONCENTRATION (MNR)
MAS527 / MCE527 – NAS527 / NCE527 – AS527 / CE527
This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.
Required Courses (30 units) – 10 to 12 courses

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.
Required Courses (9 units) – 3 courses

RETAIL MANAGEMENT / WAFC

RETAIL MANAGEMENT / WAFC (N) NAS536 / NCE536
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.
Required Courses (30 units) – 10 courses

with a career in
Public Service

PURSUE YOUR
TRUE CALLING

Traits of people in the industry:
like to help people solve problems
enjoy volunteering
interested in current affairs
have excellent references
want job security

People who have jobs in the Public Services industry work to make the lives of other people better. Their jobs help all different types of people, and work toward giving them a better life in some way. Whether your passion is social work or police work; whether you dream of fighting fires or fighting injustice, a career in public service could be for you. Jobs in this industry include correctional officer, security guard, paramedic, police officer, firefighter, and paralegal. Check out our programs in Administration of Justice, Law Enforcement, Emergency Medical Services, Fire Technology, and Paralegal Studies.

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE (MR)
MAS504 / MCE504 – AS504 / CE504
This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.
Required Courses (27 units) – 9 courses

BASIC CORRECTIONAL DEPUTY ACADEMY (M)
MCE783 Certificate Program
Required Courses (13 units) – 1 course
⭐ *Please note that separate application and additional requirements may be needed

BASIC PUBLIC SAFETY DISPATCH COURSE (M)
MCE784 Certificate Program
Required Courses (6 units) – 1 course
⭐ *Please note that separate application and additional requirements may be needed

CRIME SCENE INVESTIGATION (NR)
NCE619 – CE619
This certificate is designed to offer a basic pattern of coursework that will prepare the participant to enter the professional field of crime scene investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professional forensic identification technicians within the criminal justice system to properly gather, analyze, prepare, and present crime scene evidence.
Required Courses (15 units) – 5 courses

INVESTIGATIVE ASSISTANT (R)
CE785
This certificate is designed to offer a basic pattern of coursework that will prepare the participant to enter the professional field of criminal investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professionals in all areas of the criminal justice system to properly gather, analyze, prepare, and present evidence in criminal matters; e.g., police, district attorneys and courts.
Required Courses (15 units) – 5 courses

ADMINISTRATION OF JUSTICE / LAW ENFORCEMENT (M)
MAS563 / MCE563
This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues. The program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities. Potential occupations include local police officers, deputy sheriffs, transit or railroad police; state police and highway patrol officers, fish and game wardens, or park rangers; or federal special agents, investigators and marshals.
Required Courses (36.5-39 units) – 1-2 courses
⭐ *Please note that separate application and additional requirements may be needed

Pursue Your True Calling

VICTIM SERVICES AIDE (R)
CE679

This certificate is designed to offer a basic pattern of coursework that will prepare the participant to enter the professional field of Victim Services Advocacy within the contemporary Criminal Justice System as an assistant. The successful participant will gain sufficient skills and understanding of the Victim Services arena to interview, counsel, refer, case manage, and otherwise assist crime victims with the myriad problems associated with such victimization.
Required Courses (16 units) – 5 courses

EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN (M)
MCE801
Required Courses (8.5 units) – 2 courses

⭐ *Please note that additional requirements may be needed

PARAMEDIC (M)
MAS585 / MCE585

This program prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. This includes instruction in basic, intermediate, and advanced EMS procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personal supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of disease and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.
Required Courses (49.5 units) – 12 courses

⭐ *Please note that separate application and additional requirements may be needed

FIRE TECHNOLOGY

FIRE TECHNOLOGY (M)
MAS555 / MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.
Required Courses (26.5 units) – 8 courses

⭐ *Please note that separate application and additional requirements may be needed

CHIEF OFFICER (M)
MAS826 / MCE826

This program prepares individuals to perform the duties of fire fighters. This includes instruction in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, fire rescue procedures, public relations and applicable laws and regulation.
Required Courses (20 units) – 11 courses

⭐ *Please note that separate application and additional requirements may be needed

FIRE OFFICER (M)
MAS827 / MCE827

This program is a professional development program designed for experienced firefighters within the firefighting industry. Modeled after the California State Fire Marshal's Fire Officer Certification Program, this program allows students to take courses to satisfy the certification requirements of the State Fire Marshal while simultaneously earning degree credit. The program emphasizes command and leadership principles, and provides breadth in other areas such as fire investigation, fire prevention, and training, which are required competencies for Fire Officers.
Required Courses (18 units) – 11 courses

⭐ *Please note that separate application and additional requirements may be needed

FIREFIGHTER ACADEMY (M)
MAS669 / MCE669

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

Required Courses (20 units) – 2 courses

*Please note that separate application and additional requirements may be needed

PARALEGAL STUDIES

PARALEGAL STUDIES (R)
AS591

This program prepares individuals to perform research, drafting, investigatory activities, record keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

Required Courses (37.5 units) – 13 courses

Work Experience

Work experience is a one hour per week class which allows students to earn up to four units per semester for experience gained through employment or volunteer service. Once a student enrolls in a work experience class, the teacher will determine their placement in either general work experience or a specific occupational work experience. See the college catalog for a list of occupational work experience classes.

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

Hours worked per week students should enroll in:		
Paid Employment	Non-Paid (Volunteer)	Maximum # of Units
5 – 8	4 – 6	1
9 – 13	7 – 10	2
14 – 19	11 – 14	3
20 – 40	15 – 40	4

with a career in
Transportation

STEER YOUR WAY
TO A GREAT JOB

Traits of people in the industry:
enjoy travel
good at operating tools and machinery
like to read maps and figure out routes
want to drive trains, planes and trucks
like to tinker with machines and motors

When you think about the importance of moving people and products, it's easy to see why professionals in the Transportation industry are so valued. They are responsible for ensuring that people and merchandise get to the right place, at the right time, and at the right price. Jobs in this industry include aircraft mechanics, automotive service technicians, and logistics managers. Check out our programs in Automotive Technology, Logistics Management and Supply Chain Technology.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE COLLISION REPAIR - REFINISHING AND PAINT (R)
AS511 / CE511
This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Collision Repair Emphasis
Required Courses (20 units) – 5-6 courses

Refinishing and Paint Emphasis
Required Courses (20 units) – 5-6 courses

AUTOMOTIVE TECHNOLOGY - TRIM AND UPHOLSTERY (R)
AS516 / CE516
This program prepares individuals to apply technical knowledge and skills to install springs, filling, padding, covering, and finishing (trim) on automobile related products.
Required Courses (20 units) – 5-6 courses

AUTOMOTIVE TECHNOLOGY - ELECTRICAL (R)
AS513 / CE513
This program prepares individuals to apply technical knowledge and skills to operate, maintain, and repair electrical and electronic equipment within an automobile. This includes instruction in electrical circuitry, simple gearing, linkages, and the use of test equipment.
Required Courses (23 units) – 6 courses

AUTOMOTIVE TECHNOLOGY - MECHANICAL (R)
AS515 / CE515
This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. This includes instruction in brake systems, engine repair, suspension and steering, automatic and manual transmissions, and drive trains.
Required Courses (28 units) – 7 courses

LOGISTICS

LOGISTICS MANAGEMENT (N)
NAS579 / 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.
Required Courses (18 units) – 7 courses

SUPPLY CHAIN TECHNOLOGY (N)
NAS408 / NCE408
Supply Chain Technology 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 software, hardware, automated equipment and systems that support the supply chain. This includes complex conveyor systems, robotics, sensors, optics, mechanical drive systems and programmable logic controllers. Upon completion, students are prepared to successfully enter the field as electro-mechanical technicians, automated system technicians, industrial machinery mechanics, or supply chain technicians.
Required Courses (31-32 units) – 10 courses

Highlighting

Manufacturing Aerospace Research & Science (MARS) Program
Moreno Valley College

"Bringing Good Jobs to Riverside County"

Moreno Valley College is one of over 17 education stakeholders joining a regional collaboration to develop a workforce for Aerospace and Defense industries (A&D). This partnership will align STEAM and Career Technical Education training with ongoing workforce needs within the industries.

The Manufacturing Aerospace Research and Science (MARS) Initiative is led by the March Joint Powers Authority (JPA), a public agency responsible for the reuse and development of land formerly part of March Air Force Base. March JPA Executive Director Danielle Wheeler, describes three components of MARS:

1. Implementing MARS Career Promise – designed to help mitigate workforce gaps in skilled workers for A&D by fostering industry-led career pathways in schools, and exposing students as early as 6th grade to career opportunities in A&D. Says Wheeler, "A&D industries tell us that within ten years, half of their labor pool will retire. We want to foster partnerships with local schools and businesses to support training and apprenticeship programs that will certify students, as young as high school graduates, in skills that will allow for direct employment with industry partners."

2. Developing an A&D Supplier and Service Provider Network – Grace Williams, March JPA Economic and Community Development manager, adds, "There are approximately 600 A&D industry suppliers and service providers in the Inland Empire. They have expressed a need to be a part of a business network in the region, and have access to an online business portal that houses information on programs and incentives that can support their emerging needs. We are hoping our secondary education partners can help us develop an IT network, or portal, primarily to support the many small to medium businesses in this local industry group."

3. Supporting a Photonics Valley Initiative – Photonics is the technology of generating and harnessing light and other forms of radiant energy. Wheeler says the goal of Photonics Valley is "to create a hub along the I-15, I-60 and I-215 corridors to house companies involved with the research and development of technologies in high energy laser and space exploration.

The city of Moreno Valley is adjacent to the base and March JPA owned properties; as such, Moreno Valley College is well positioned to support skills and job training opportunities for local residents and MARS.

MVC Career Technical Education (CTE) Dean Melody Graveen understands the importance of public-private partnerships such as MARS in providing local job opportunities for students. The

Danielle Wheeler, Ph.D., executive director of March Joint Powers Authority, and Grace Williams, Ph.D., Economic and Community Development manager
MARS
March JPA
14205 Meridian Parkway, Suite 140
Riverside, CA 92518
(951) 656-7000

College hosts a Business and Information Technology Systems (BITS) department, which offers courses leading to certificates and associate degrees for students in Business Administration, Office Technology and Computer Information systems.

"Our graduates will be able to provide business and IT support services to MARS contractors," says Graveen. "Public-private partnerships such as MARS are critical to helping meet future workforce needs. MARS represents a tremendous opportunity for the region."

MARS Project Highlights:
• Career readiness activities for K-16
• Apprenticeships in close proximity to Moreno Valley College
• Local employers ready to hire graduates in the areas of Manufacturing, IT, and Business

For more information on the MVC CTE:
Moreno Valley College
6130 Lasselle Street,
Moreno Valley, CA 92551
(951) 571-6292
www.mvccte.com

ARTICULATED CREDIT

Q: What is articulation?

A: Articulation is a process that allows a student to receive a letter grade, along with the unit value for the course, on their college transcript for high school courses. For example, if a student receives a grade of "A" in their high school articulated course, their college transcript will show the grade of "A" next to the articulated college course. Active articulation agreements must be in place between the student's high school district and an RCCD college at the time the student was enrolled in the high school class.

Q: Where can I find the most up-to-date list of high school courses that can be articulated?

A: Go to http://explorecte.com/articulation and look under *What Courses Are Articulated*? You may sort and filter the list by your high school district, or ROP name.

Q: How do I apply?

A: Go to http://explorecte.com/request to *Request Articulation via Transcript Review*. Make sure the college has your high school transcript on file.

Q: What's in it for me?

A: Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from high school to college. It allows students to more efficiently reach their educational and career goals.

Students have up to four years from the completion of the course to request articulated credit.

Students may not earn more than 16 units of articulated credit.

For additional information or assistance, please email cte-info@rccd.edu

SAVE TIME		SAVE MONEY		REACH YOUR GOALS & YOUR CAREER SOONER!
3 units = 54 class hours and more than 100 homework hours	**+**	For a 3-unit class, students would pay $138 (at $46 per unit) and over $100 for a textbook	**=**	• CTE Certificate • Associate Degree • Transfer
SAVE 150 HOURS		**SAVE $250**		

Highlighting

Ben Clark Public Safety Training Center – Emergency Medical Services Academy
Moreno Valley College

"Training for EMT and Paramedic Personnel"

The Ben Clark Training Center is one of the best-kept secrets in the Inland area. But not for long, if Outreach Specialist Rebecca Jacques has her way. She is working to reach out to local schools and the community to show the available programs. Already, the Center is well-known to local fire and law enforcement personnel – many of whom have been trained there.

Part of Moreno Valley College, the Ben Clark Public Safety Training Center is located in Riverside and has extensive facilities for law enforcement and fire training. The Center partners with local fire departments and Cal Fire to provide a steady stream of fire, paramedic and EMT personnel.

Tours are available for local schools and community organizations and Jacques frequently visits campuses with Center students who demonstrate life-saving techniques and discuss careers.

Moreno Valley College's Emergency Medical Services (EMS) program provides training for both EMT and Paramedic occupations. The EMT and Paramedic programs are designed for students who are interested in providing pre-hospital emergency care to acutely ill or injured patients. The programs (Certificate/AS degree) will prepare the graduate for State Board Licensure as an emergency medical technician and/or paramedic.

The first level of EMS care is the Emergency Medical Technician (EMT). This includes training in basic emergency medical procedures and individuals must be licensed by the State to perform these actions. County certification for EMT is a prerequisite to the Paramedic course. The EMT program is 16 weeks long and the Paramedic program is a little over a year.

Ben Clark EMS Instructor and Riverside County Fire Employee Emily Finfrock credits the Center with starting her career as a paramedic. She has worked as a field paramedic for AMR Riverside, and is currently an EMS specialist for Riverside County Fire.

She explains that in California, paramedics must have worked at least six months as an EMT. Describing the difference in the jobs she says, "EMTs provide basic life support and assist with the transportation of the patient if required. Paramedics have additional training and can read EKGs, set up IVs, and administer medications."

Finfrock lists organizations that hire EMT and paramedic personnel as the following: fire departments; medical institutions; ground medical transportation companies (ambulances); air medical transportation firms; cruise ships; private individuals and companies; and EMS training

Emily Finfrock, Paramedic and EMS instructor
"You have to have a calling for this type of work. You have to want to save lives."

schools.

For those hoping to enter the field she stresses, "It is not just a job or paycheck, it is a 'calling.' It has to be a passion because when we go out on a call for an injury or illness, we are responding to a person's bad day. In fact, it might be their worst day ever. Our job is to try to fix their bad day and make it better."

Program Highlights:
• 16-week EMT program
• Entire Paramedic program completion takes a little over a year
• Program orientations are available in-person or online

For more information on the EMS Academy visit:
http://www.mvc.edu/academicprograms/ems/

For more information on the Ben Clark Public Safety Training Center, contact:
Rebecca Jacques, outreach specialist
Moreno Valley College
Ben Clark Public Safety Training Center
16888 Bundy Ave.
Riverside, CA 92518
(951) 571-6482; rebecca.jacques@mvc.edu
Or visit: http://www.clarktraining.org/

Do you want to learn more about CTE programs offered at Moreno Valley College?
Visit: www.mvccte.com

Know Before You Go

Looking for some online resources to help you explore different career options?

Additional resources to help you find the career of your future:

California Career Café
http://www.cacareercafe.com/

California Career Zone
https://www.cacareerzone.org/

My Future
http://www.myfuture.com/

O*Net Online
https://www.onetonline.org/

Who Do U Want 2 B?
http://whodouwant2b.com/student/pathways

Before making an educational investment in a career and technical education training program, students should have a general idea about how much the program will cost, how long it will take to complete, and in what fields program graduates are working. Every certificate program greater than 18 units must disclose this information, it is called Gainful Employment Disclosure.

Links to Gainful Employment information by college:

MVC
http://mvccte.com/ then click on the Department links at the bottom to find Gainful Employment Disclosure links by program.

Norco
http://norcocollege.edu/services/studentfinancialservices/Pages/Gainful-Employment.aspx

RCC
http://www.rcc.edu/services/studentfinancialservices/Pages/Gainful-Employment.aspx

FIND
YOUR
CAREER

NORCO COLLEGE

RCC
RIVERSIDE CITY COLLEGE

MORENO VALLEY COLLEGE