MORENO VALLEY COLLEGE

CATALOG

www.MVC.edu

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE

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

Robin L. Steinback, Ph.D., President
Moreno Valley College

BOARD OF TRUSTEES

All information contained in the 2018-19 Catalog is current as of September 2018. Although every effort has been made to ensure accuracy of the information in this catalog, students and others who use this catalog should consult with a counselor, dean, department chair or program director for recent additions, deletions or changes. Updates can also be found online at www.rccd.edu.

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

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PRESIDENT'S MESSAGE

You have selected an excellent institution of higher education in your journey to academic completion and life-long success. Moreno Valley College is excited to play a part in your educational journey. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at the College want your educational experience to be extraordinary.

We know your time and resources are precious. Therefore, select courses in a way that maximizes your ability to complete your degree, certificate, and/or university transfer objective as effectively and as rapidly as you are able. This catalog will assist in maneuvering your completion goal. This catalog provides a comprehensive overview of the institution and includes essential information in order to complete your education. Along with programs of study and individual courses, you will find information about graduation, certificate completion and transfer requirements, the range of services available to students, and academic policies.

As you work to achieve your goals, remember that while you are the architect of your future, a college education is a product of the effort of many people. If you need help from your counselor, by all means consult them. We are all here to help you succeed.

Robin L. Steinback, Ph.D.
President

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE

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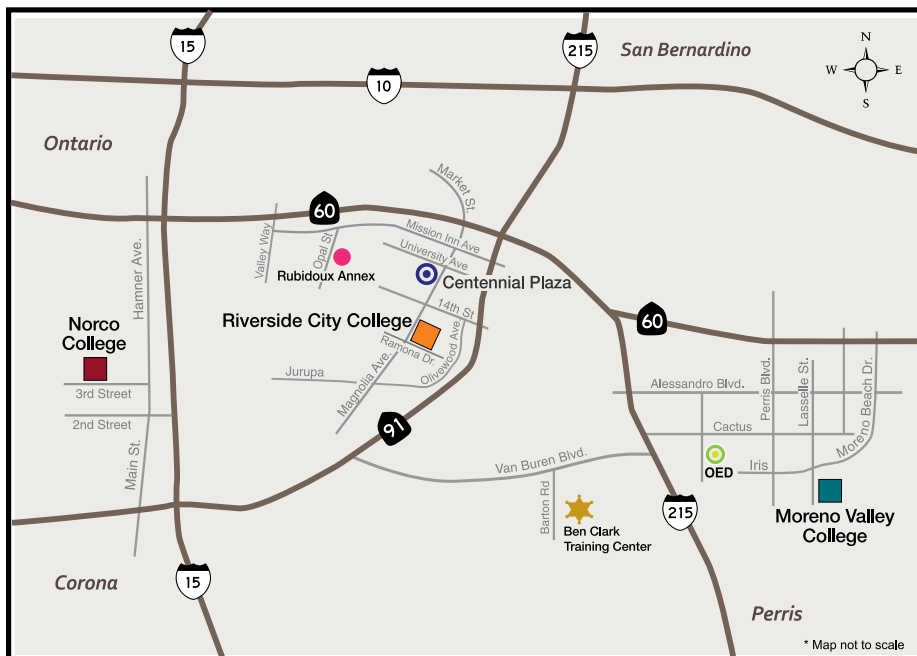
Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6100

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

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

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

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

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

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

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

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

* Map not to scale

Moreno Valley College
Riverside Community College District
16130 Lasselle Street
Moreno Valley, CA 92551-2045

Map Legend
- T Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- $ Parking Pay Station
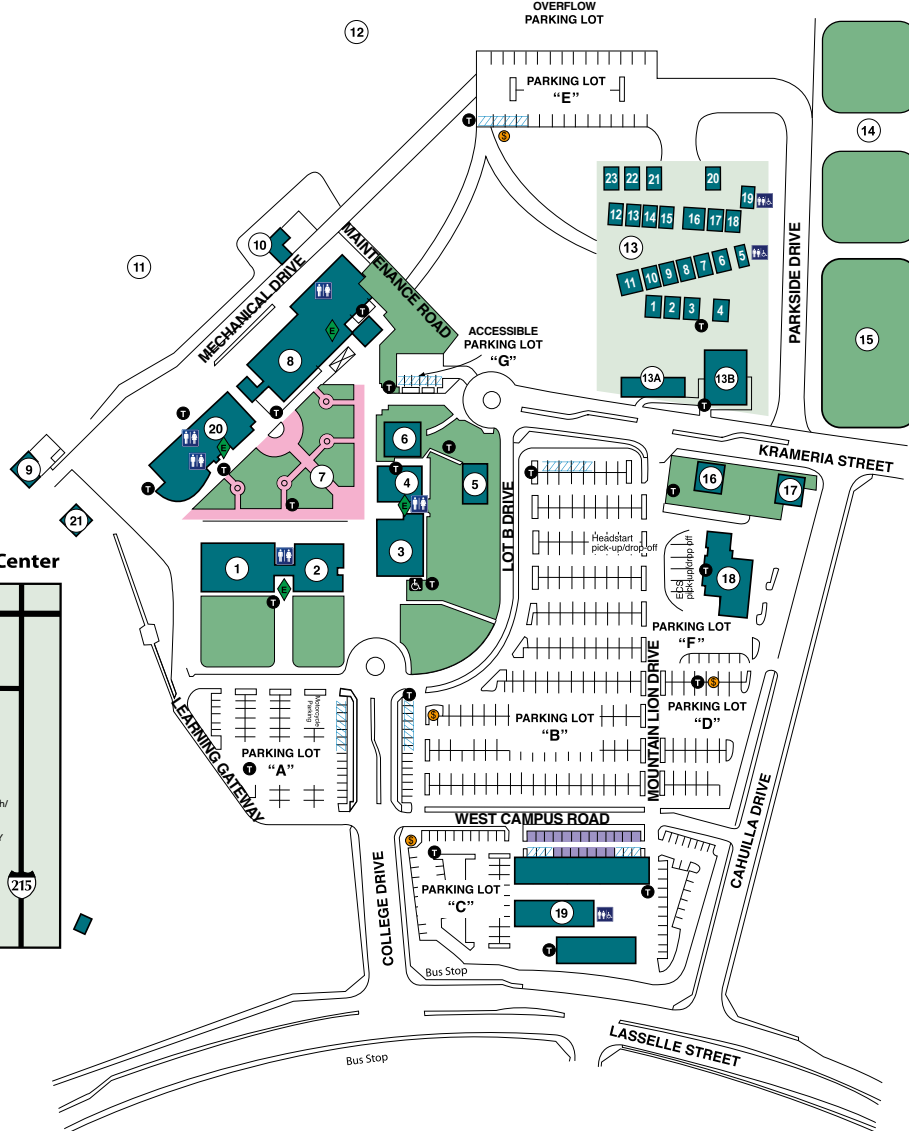
Ben Clark Public Safety Training Center

- Classrooms 1-38
- Classrooms A-L
- Student Assessment/Resource Center
- Parking

updated 09/17

1. **LIBRARY (LIB)**
   Disabled Student Services
   Classrooms
   Library
   Middle College High School Office
2. **STUDENT SERVICES (STU)**
   Admissions
   Assessment Center
   Career and Transfer Center
   Classrooms
   Counseling Services
   Dean of Student Services
   E.O.P.S / CARE
   Evaluations
   Financial Aid
   Puente
   Student Financial Services
   Upward Bound Math and Science (UBMS) TRiO
   Vice President Student Services
3. **SCIENCE AND TECHNOLOGY (SCI)**
   Academic Counseling and Educational Support (ACES) TRiO
   Classrooms
   Dean of Grants and Equity Initiatives
   Guardian Scholars
   MakerSpace/STEM/STEM Center
   Umoja
4. **LIONS DEN CAFÉ**
5. **STUDENT ACTIVITIES CENTER**
   ASMVC Student Government
6. **BOOKSTORE**
7. **JOHN M. COUDURES, JR. PLAZA**
8. **HUMANITIES (HM)**
   Academic Departments
   • Business and Information Technology Systems
   • Communications
   • Humanities, Arts and Social Sciences
   • Mathmatics
   • Science and Kinesiology
   Classrooms
   Counselors
   Dean of Student Services (Counseling)
   Math Lab
   Meeting Room (HUM 234)
   Open Computer Lab
   Workforce Prep/CalWorks
   Writing and Reading Lab
9. **PHASE I MECHANICAL BUILDING**
10. **PHASE II MECHANICAL BUILDING**
11. **EDMUND C. JAEGER DESERT INSTITUTE**
12. **CROSS COUNTRY TRACK**
13. **PARKSIDE COMPLEX (PSC)**
    1 College Police/Parking Services
    2 Faculty Offices
    3 Classroom
    4 Classroom
    5 Restroom
    6 Health and Psychological Services
    7-10 Classrooms
    11 Music
    12 Classroom
    13 Veterans Resource Center
    14A Meeting Room
    14B Human Services Program
    15 Dean of Instruction-Career & Technical Education
    16 Classroom
    17 Human Services Food Bank
    18 Classroom
    19 Restroom
    20 Medical Assisting Classroom/Lab
    21 CTE Faculty
    22-23 Classrooms
13A. **PSC WAREHOUSE**
    Facilities Office
    Mailroom
13B. **PSC MULTIPURPOSE BUILDING**
14. **SPORTS FIELDS**
15. **COLLEGE PARK**
16. **ADMINISTRATION ANNEX**
    First Year Experience (FYE)
    Outreach Department
17. **HEADSTART**
18. **EARLY CHILDHOOD EDUCATION CENTER (ECEM)**
19. **DENTAL EDUCATION CENTER (DEC)**
20. **STUDENT ACADEMIC SERVICES (SAS)**
    Assembly Room
    Associate Dean, Academic Support
    Center for Professional Development
    Classrooms
    Dean of Grants, Business Services
    Dean, Institutional Effectiveness
    Dean of Instruction
    Faculty Offices
    Faculty Work Room
    Meeting Rooms
    President
    Tutorial Services
    Vice President, Academic Affairs
    Vice President, Business Services
21. **NETWORK OPERATIONS CENTER (NOC)**
    Technology Support Services

MORENO VALLEY COLLEGE ADMINISTRATION

Robin Steinback, Ph.D.
President

Dyrell Foster, Ed.D.
Vice President, Student Services

Nathaniel Jones, III, Ph.D.
Vice President, Business Services

Carlos L. Lopez
Vice President, Academic Affairs

Melody Graveen, Ed.D.
Dean of Instruction, Career & Technical Education

Vacant
Dean, Institutional Effectiveness

Art Turnier
Dean of Instruction, Public Safety Education and Training

MaryAnn Doherty
Dean, Grants and Business Services

Eugenia Vincent
Dean, Student Services

MichaelPaul Wong. Ph.D.
Dean, Student Services (Counseling)

Andrew Sanchez, Ed.D.
Dean, Grants and Equity Initiatives

Anna Marie Amezquita
Dean of Instruction

Ann Yoshinaga
Associate Dean, Academic Support

Edward Alvarez
Director, First-Year Experience

Jamie Clifton
Director, Enrollment Services

Micki Clowney
Director, TRIO programs

Julio Gonzalez
Director, Middle College/Outreach

Donnell Layne
Director, STEM Innovation Center/Makerspace

Susan Tarcon
Director, Health Services

Sandra Martinez
Director, Student Financial Services

Nicole Smith, Ph.D.
Director, Disability Support Services

Robert Beebe
Director, Facilities

Tom Shenton
Sergeant, RCCD Police

Julio Cuz
Manager, Technology Support Services

Vacant
Manager, Early Childhood Education Center

Ken Morgan
Assistant Manager, Custodial

Julie Hlebasko
Manager, Food Services

Ron Kirkpatrick
Supervisor, Ground/Facilities

Jarred Bonilla
Manager, Follett Bookstore
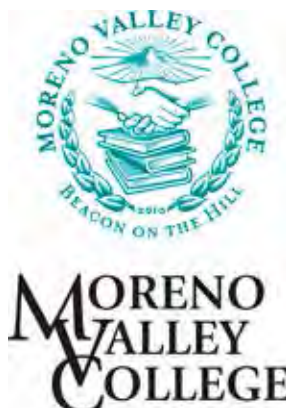
2018-2019 ACADEMIC CALENDAR

June 2018

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April 2019

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21	22	23	24	25	26	27
28	29	30				

May 2019

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19	20	21	22	23	24	25
26	27	28	29	30	31*	

June 2019

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23	24	25	26	27	28	29
30						

* May 31- Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only

** June 7 - Morning and Early Afternoon Final Exams and Evening Commencement

Legend:

- **Required Day for New Faculty - August 21**
- **FLEX Days** — Fall: August 22, 23 and 24 — Spring: February 8
- **Part-time Faculty Orientation** to be arranged by college
- **Legal Holiday/Day of Observance**
- **Commencement (June 7)**
- **Classes Not in Session**

- **Summer Session 2018** — June 18 - July 26 (6 weeks) — Weekend Classes: June 23 - July 22
- **Fall 2018** — August 27 - December 14 — Weekend Classes: September 1 - December 9
- **Winter Session 2019** — January 2 - February 7 (6 weeks) — Weekend Classes: January 5 - February 3
- **Spring 2019** — February 11 - June 7 — Weekend Classes: February 23 - June 2
- **Final Exams** — Fall: December 8 - 14 — Spring: May 31 (evening) - June 7 (Morning)

For final exam schedule, refer to the class schedule.
Application deadline to walk in the Commencement Ceremony is **April 1, 2019.**

Section I

GENERAL INFORMATION

MISSION

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

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

- Baccalaureate transfer
- Associate degrees in Arts and Sciences
- Certificates in Career & Technical Education fields
- Post-employment opportunities

VISION

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

VALUES

Recognition of Our Heritage of Excellence

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

Passion for Learning

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

Respect for Collegiality

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

Appreciation of Diversity

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

Dedication to Integrity

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

Commitment to Community Building

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

Commitment to Accountability

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

GOALS

Goal 1: Teaching & Learning

Provide a positive environment and necessary resources to support teaching excellence, learning and the achievement of students' educational goals.

Objectives:

1.1 Implement a process to ensure all students have a Comprehensive Student Educational Plan (CSEP) after completing 15 units of degree applicable course work or prior to the third semester of enrollment, whichever comes first.

1.2 Decrease time in remediation and ensure students successfully complete degree applicable or transfer courses in English and Math within the first 3 semesters.

1.3 Reduce known equity gaps and improve all student achievement rates for certificates, Degrees, and transfer.

1.4 Promote innovation in teaching and support of student learning by providing professional development opportunities for employees.

1.5 Respond to regional needs through enhancement and development of programs leading to gainful employment.

1.6 Focus use of technology on learning

Goal 2: Sustainability

Create a sustainable learning and working environment that takes into account human, physical, fiscal and technological resources.

Objectives:

2.1 Demonstrate sustainable principles throughout the college, restore the natural environment, and celebrate the unique character of the local ecosystem.

2.2 Initiate a "green" organizational culture by supporting professional development in sustainability and capitalizing on researched-based learning embedded in the curricula.

2.3 Construct systems that promote implementation of sustainable purchasing and business practices leading to better use of resources, conservation, and equity.

2.4 Support the technology plan by embedding the effective use of state-of-the-art technology and innovation throughout the college, allowing for regular refresh of technology resources.

2.5 Include mid- and long-range fiscal forecasts in planning and resource allocation decisions.

2.6 Implement the Comprehensive Master Plan.

Goal 3: Community Building

Promote an environment where opportunities for personal, social and professional participation advance community and economic development.

Objectives:

3.1 Provide professional development opportunities focused on the needs of our diverse, multi- cultural community.

3.2 Advance opportunities to understand and reinforce the principles of social justice.

3.3 Increase annual participation rates in community service activities among all campus constituents.

3.4 Expand partnerships with local industry and develop innovative programs benefiting students and the community.

Goal 4: Organizational Quality
Sustain an organizational culture in which information is used to reflect and improve organizational processes that support student learning and achievement.
Objectives:
4.1   Ensure the use of qualitative and quantitative information throughout the college.
4.2   Evaluate organizational processes on a regular schedule.
4.3   Use institutional planning to drive resource allocation.

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

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression.

Academic freedom is essential to these purposes and is applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.

REFERENCES: BP 4030
TITLE 5 SEction 51023;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
Standard I.C.7 (formerly II.A.7)
Academic Freedom, in its teaching aspect, is fundamental for the protection of the right of the teacher in teaching and of the student's freedom in learning. Academic professionals need the freedom to explore ideas that may be strange or unpopular, endeavors proper to higher education; while also maintaining the responsibility of related subject matter to the classroom.

College and university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

ACADEMIC YEAR
The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the 2018-19 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

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

Moreno Valley College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of Veterans, by the United States State Department for nonquota immigrant students, and by the United States Department of Health, Education, and Welfare. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed in the Riverside Community College District.

Moreno Valley College offers specific programs that are accredited by external accrediting agencies:

1.   Dental Assistant and Dental Hygiene – Commission on Dental Accreditation (CODA)
2.   Basic Fire Academy/Fire Officer Training – California State Fire Marshall's Office (SFMO)
3.   Emergency Medical Technician/Paramedic – Commision for Accreditation of Allied Health Education Programs (CAAHP)

PROGRAM LENGTH
Courses that are part of the requirements for Associate in Science or Associate in Arts degree patterns as well as those that comprise state or locally approved certificate patterns and concentrations are scheduled in such a manner that students who attend either full or part time are able to successfully complete their goals within a reasonable length of time.

WHO MAY ATTEND

Individuals who meet any one of the following criteria are eligible to attend the three colleges of Riverside Community College District:

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school, but are 18 years of age or older or
- High school students who are admitted to the District's Middle or Early High School College programs or
- High school students in grades 11th or 12th who have been approved for high school concurrent enrollment or
- International students who have satisfied specific international student admissions requirements by specified deadline.

Admission to the colleges of Riverside Community College District is regulated by state law as prescribed in the California Education Code.

OPEN ENROLLMENT

BP 5052
References:
Title 5 Section 51006

All courses, course sections, classes, and programs of the District shall be open for enrollment to any person who has been admitted to the colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites, co-requisites, and other limitations on enrollment, or due to other practical considerations, such as exemptions set out in statute or regulation.

High School/Concurrent Enrollment

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

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

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

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

Approved high school students may take up to eight units for fall/spring terms and five units for summer term. High school students are not allowed to take Kinesiology activity classes.

ADMISSION AND REGISTRATION OF STUDENTS

Admission Application

Students need to apply if:

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

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

Online applications (www.mvc.edu) can take approximately 24 hours to process (excluding weekends and holidays).The application period for a term closes the first day of the term. For example, the deadline to submit an application for the fall term is the first day of the fall term. Computers and assistance is available in the Admissions and Records office and the Welcome Center.

Schedule of Classes

The schedule of classes is available at www.mvc.edu. Open classes can also be viewed on WebAdvisor or by visiting the college website approximately six to eight weeks before the term begins.

Registration

Priority registration is granted to eligible Veterans, former foster youth, EOPS, DSS and CalWORKs students. In addition, college-approved groups may receive early registration access as long as they meet the required criteria.

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

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

Students can pay fees by credit card on WebAdvisor, mail a check or money order, or pay in person at any of the colleges. See the schedule of classes at www.mvc.edu/schedule or fees at www.mvc.edu/services/ar/fees.cfm for payment and refund deadlines. Your account summary can be viewed or printed on WebAdvisor.

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

Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student will automatically be added and his/her account charged with enrollment and other required fees. Changes in waitlist status are emailed to the student's college email address and are posted in WebAdvisor. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline.

Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor's permission to add a class. Students may add classes through WebAdvisor using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. Course adds or drops need to be completed by the deadline posted in the class schedule and on WebAdvisor.

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

Units for Full-Time/Part-Time Status

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

Attendance

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

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

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

Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the instructors of record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the instructor of record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the instructor of record. The faculty, staff, and administration of RCCD are therefore strongly recommending that students are present in each of their classes at the start of all of their classes and that students should know and understand the attendance policy for each class in which they are enrolled.

Distance Education Courses

Online courses do not meet face-to-face, but the importance of regular student engagement and attendance is of particular importance for maintaining a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the instructor of record. Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

Limitations on Enrollment

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

Remedial Limitation

Riverside Community College District Board Policy 4222 limits the number of units students can earn for remedial/pre-collegiate basic skills courses to 24 semester units. Pre-collegiate/basic skills courses are defined as those two or more levels below college level English and one or more levels below elementary algebra. The District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, and learning skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for an associate degree. Non-degree courses do apply toward residency, athletic eligibility, work study and financial aid, Veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

Exemptions to Remedial Limitations

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

Prerequisites

When a course has a prerequisite, it means a student must have certain knowledge to be enrolled in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade "C" or better in CHE-1A). Completion of the prerequisite is required prior to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course (i.e., Math 52), you will be allowed to register for the succeeding class (i.e., Math 35). However, if you do not pass the prerequisite course with at least a "C" grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of "C" or better or "P" (Pass). "C-", "D", "F", "FW", "NP" (No Pass), or "I" grades are not acceptable.

Corequisite

When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

Advisory

When a course has an advisory, it means there is a recommendation to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at any RCCD college or other institutions and wish to obtain a Riverside City College, Moreno Valley College, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a Student Request for Official Evaluation form. These forms are available in Counseling. The student must currently be enrolled at a District college. The official evaluation will be completed by the Evaluations Office once official transcripts (ones that are received by RCCD directly from the issuing institution) are received. A copy of the completed evaluation will be forwarded to the student.

Health Requirements

It is recommended that each new student have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the Kinesiology department about sports physicals. Students with children in the Child Development Center must obtain a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children must also be up to date on their immunizations of DPT, MMR, and TOPV.

Student Success and Support Program (SSSP)

The Student Success and Support Program (formerly known as the matriculation program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. First-time going college students must complete assessment, orientation and counseling prior to registering for classes.

Orientation/Counseling

First-time college students must complete a freshman online orientation/counseling session prior to taking an assessment and registering for courses. Orientation can take place online or in person at one of the college's many Transition to Success Programs (www.mvc.edu). Transition to Success sessions allow new students who have already completed the CCCApply application to complete orientation, assessment, counseling, and registration all at once in a one stop session. The Orientation portion of Transition to Success introduces students to services an educational programs at Moreno Valley College. Counselors and peer leaders are available to answer questions, provide new students with information on registration procedures and placement results, and assist students in developing their first semester educational plans.

Orientation can also be completed online using the link provided to new students on WebAdvisor. The online session introduces students to services and educational programs at Moreno Valley College, provides students with information on registration procedures and placement results and assist students in developing their first semester educational plans. Students will be able to access the online orientation and advisement session 48 hours after the completion of the college application.

If you want to do the orientation on-line, to access the session please log on to your WebAdvisor account and click on the online orientation link under the academic planning header. Students who want to do online orientation should make an appointment to take an assessment after completing the orientation presentation. If you have any further questions, please call (951) 571-6104 or stop by Counseling.

Assessment to Determine Course Placement

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

Most new students are required to take an assessment test during Transition and Success or after completing the online Orientation. This step must be completed before counseling appointments can be made or enrollment into any classes. A combination of high school GPA and courses taken in high school is used for placement into English and reading courses; and a combination of high school achievement and performance on the Accuplacer test is used for placement into math courses. The PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (consult a counselor).

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

Photo identification is required in order to test. A state or federal issued driver's license is preferred, but passports and a high school ID are acceptable. In order to preserve a comfortable and quiet testing environment, only students taking the test can remain in the Assessment Center. Friends and family (including minors), who are not testing, cannot be in the room.

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at Moreno Valley College. The student's Accuplacer test print out (not a student records program print out) showing the test raw scores must be submitted, in person, at the Moreno Valley College Assessment Center. An Outside Placement Evaluation form must also be submitted with a copy of test scores. Processing can take up to five working days.

Extensive information on assessment testing, test preparation, details of tests available, sample questions and hours of operation are available at www.mvc.edu/assessment. Assessment tests are meant to be a one-time only assessment of a student's skills and abilities upon initial entry into the College.

Students may appeal to retake the placement test:
- After 12 months has passed from previous tests and a student has not started the course sequence
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student's abilities
- After proof of appropriate academic intervention has occurred
- After successfully completing a math or English sequence course with at least a "C" or "P" grade, a student can retake the math or English placement test

Please Note: Retesting is limited to once per five-year period for the math or English placement tests.

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

Consult a counselor or visit the Assessment Center website at www.mvc.edu/assessment. If you have questions regarding the matriculation process, please contact the Counseling office at Moreno Valley (951) 571-6104.

It is strongly recommended that students enroll in an appropriate composition course (English 1A or 1A+91--for the Fall 2018 semester, ENG 50 or 80 may also be chosen, but ENG 50 and ENG 80 will likely be discontinued). Students who do not meet Riverside Community College District's reading competency requirement should enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken. Development of competent reading and writing skills is necessary for success as more and more courses put increasing emphasis on the ability to read at a college level and to write clear, correct English.

Counseling for Continuing Students

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

Students pursuing certificate or degree programs, either associate or baccalaureate, should see a counselor each semester to review their Comprehensive Student Educational Plan (CSEP).

Are You Exempt From Matriculation Pre-Enrollment Requirements?

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

A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
B. First-time college students who have declared one of the following goals:
- Advance in current career/job
- Maintain certificate/license
- Educational development
- Complete credits for high school diploma
C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

Follow-Up

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

Challenge to Prerequisites and Corequisites

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.

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

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;

2. The prerequisite or corequisite is in violation of Title 5, Section 55003;

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;

6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;

7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. Official is defined as transcripts that are less than 90 days old and sealed in an envelope from the original institution.

Comprehensive Student Educational Plan (CSEP)

Every student is required to have a Comprehensive Student Educational Plan (CSEP). Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their Comprehensive Student Educational Plan (CSEP). Students who have attended other college(s) must request to have an official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or requesting a Comprehensive Student Educational Plan (CSEP). To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Comprehensive Student Educational Plan (CSEP).

A student's education program will be more meaningful if he or she has acquired a clear educational objective. There may

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

FEES/RESIDENCY REQUIREMENTS

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

Enrollment Fees - California Residents

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one-year period begins when a student is not only present in California, but also has demonstrated clear intent to become a permanent resident of California.

> Residency determination is made as of the first day of the term of application. Documents needed to prove residency must be submitted prior to that date.

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

Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Nonresident students are required to pay non-resident tuition in addition to the resident enrollment fees.

Out-of-country nonresidents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee and nonresident fees. International applicants pay an admission application fee and health insurance fee.

AB 540 Nonresident Fee Waiver

A student who qualifies for the Nonresident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee. Students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

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

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

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

SB141 Non-Resident Fee Waiver

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

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

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

Health Fee

Every student, including those who qualify for a California College Promise Grant (CCPG), formerly knows as the BOG Fee Waiver, is required to pay a health services fee per Title 5 state regulations. Students who rely on faith healing, or who are participating in approved apprenticeship programs, are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available in the Admission & Records office.

Parking

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

Transportation Fee

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

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

Library/Learning Resource Center Fees
Overdue fines:
General Collection
Overdue fines will be levied at 20 cents per day, per item.
Hourly Reserves
Overdue fines will be levied at $1 per hour, per item.

Replacement Bills
If materials are not returned, they are declared lost. A bill will be issued for each lost item which will include: 1) The actual replacement cost of the item or $25 for out-of-print materials; 2) A processing fee of $10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is $20 and the maximum overdue fines for circulating items are $10).

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

Library Card Fees
Community members who are 16 years or older may purchase a library card for $5 per session upon proof of District residency (California driver license, California identification card or military identification card).

Books, Equipment and Supplies

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The MVC bookstore offers choices for students from purchasing used and new textbooks to a book rental program, as well as digital options. In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first class meeting and will be expected to purchase them in order to continue in these classes.

Full refunds are given on textbooks during the first week of the semester/term only with a store receipt. If you drop a class, you have two weeks from the start of the class to return textbooks in order to receive a full refund. The book must be in the same condition as when purchased. Returns/exchanges also require an original receipt. The bookstore will buy back textbooks from students. Bring textbooks, along with your student identification, in order to determine a value. The best time to sell back your textbooks is during finals week.

Other Charges

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

Enrollment Verification

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

TRANSCRIPTS

The District has partnered with Credentials Solutions to provide students with TranscriptsPlus ordering services. Students should be aware of the following before submitting an official transcript request. The first two official transcript requests are free. Each order can facilitate a maximum of five individual transcript requests.

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. It is the student's responsibility to check on the completion of grade changes and the posting of degrees and final grades. Students should login to WebAdvisor and view their unofficial transcript to verify the accuracy of their information before submitting a request for an official transcript. The processing time of your transcript request will be extended an additional 7 to 14 business days if you request a General Education Certificate. Students who do not know if they should request a General Education Certificate should read the descriptions below. Transcripts not picked up within 90 days will be destroyed.

Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have coursework on official transcripts validated for English, mathematics and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student's record. If the student returns to RCCD after three years of non-attendance, new official transcripts from other accredited institutions will be required. Students planning to graduate from Moreno Valley College and needing to use courses from another college/university as a prerequisite must submit official transcripts to Moreno Valley College. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions.

International Students in F-1 Visa Status

Under federal law, Riverside Community College District is authorized to enroll non-immigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree and for certificate programs. About 300 students from 60 countries regularly attend RCCD each semester, with the majority transferring to four-year institutions. F-1 visa students are subject to nonresident tuition as set by the Board of Trustees.

REFUND DEADLINES FOR FEES

Moreno Valley College shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a 16-week course or before 10 percent of a short term course has passed. See My Class Schedule on WebAdvisor at www.mvc.edu for refund deadlines.

Holds on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay his/her financial obligation owed to the District. Any item or items will be released when the student satisfactorily meets the financial obligation.

VETERAN STUDENTS AND FAMILY MEMBERS

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

Cal Vet Fee Waiver

Dependents of certain Veterans are exempt from paying enrollment fees: (1) Any dependent eligible to receive assistance under Article 2 of chapter 4 of division 4 of the Military and Veterans Code; (2) Any child of any Veteran of the US military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the Department of Veterans Affairs determines the child eligible; (3) Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event while in active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state; (4) Any undergraduate Medal of Honor recipient and children of Medal of Honor recipients under the age of 27 may qualify. Applicants are subject to both income and age restrictions. Students who feel they may be eligible for a fee exemption should contact the local County Veterans Office for more information.

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

Section II

STUDENT INFORMATION

ACADEMIC APPEALS BY STUDENTS

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

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the dean of student services, vice president of student services, and then to the president. The final appeal a student can make is to the Board of Trustees.

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

ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District and Moreno Valley College. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the Standards of Student Conduct, listed in the Student Handbook. Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

ACADEMIC RENEWAL

Academic renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period of time excluded from the calculation of the grade point average. Courses and grades remain on the student's permanent academic record. Petition forms are available online at www.mvc.edu/forms.

The policies are as follows:
1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.

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

COURSE PREREQUISITES AND COREQUISITES

Course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. A combination of the Accuplacer assessment test and multiple measures, is used to generate placement levels in English, math, and reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. Placement tests taken prior to July 1, 2001 are no longer valid.

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

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Moreno Valley College Admissions & Records office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling Office in the Student Services Building.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

FERPA-DIRECTORY INFORMATION

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

PROBATION AND DISMISSAL

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

Standards for Probation

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

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

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

Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the College under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (fall/spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50 percent or more of units in which the student has enrolled, are recorded as entries of "F", "FW", "W", "I" and "NP" in at least two consecutive semesters (fall/spring) of attendance.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative GPA of a 2.0 or higher and completing over 50 percent of the total number of units attempted.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I" "NP" and "NP" are recorded meets or exceeds 50 percent.

STANDARDS OF STUDENT CONDUCT

References: BP 5500
Ed Code Section 66300, 66301, 76033;
Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm. Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or Veteran status, or any

characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.

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

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

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

13. Entering or using District facilities without authorization.

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

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

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

17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.

18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District offsite class, or during any District sponsored activity, trip or competition.
    a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim

of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.

19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.

20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.

22 Gambling, of any type, on District property.

23. Bringing pets (with the exception of service animals) on District property.

24. Distributing printed materials without the prior approval of the Student Activities office. Flyers or any other literature may not be placed on vehicles parked on District property.

25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.

26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.

27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.

28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.

29. Abuse of process, defined as the submission of malicious or frivolous complaints.

30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility

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

B. The Vice President of Student Services of each college will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.

C. The Vice President of Academic Affairs of each college will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.

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

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

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

Standards of Student Conduct
It is understood that each student who registers at the District will adhere to the regulations governing student behavior. The Standards of Student Conduct are available on line at: rccd.edu/administration/board/New%20Board%20Policies/5500BP.pdf.

STUDENT DISCIPLINE PROCEDURES
References: AP 5520
Education Code Sections 66017, 66300, 72122, 76030 and 76032

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

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

II. Definitions
District - The Riverside Community College District

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

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

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to 10 consecutive days of instruction.

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

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

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

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

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

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

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

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

III. Actions That May Be Taken Prior to Suspension or Expulsion
The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:
1. Removal from Class (Education Code Section 76032) - Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
2. Immediate Interim Suspension (Education Code Section 66017) - The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

3. Withdrawal of Consent to Remain on Campus - The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

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

IV. Academic Dishonesty

In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:
1. The faculty member may:
   a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
   b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
   c. fail the student in the course if the weight of the test or assignment warrants course failure.
   The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension and turn the matter over to the Vice President of Student Services who will take appropriate action.
2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

V. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:
1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. Time Limits - The notice must be provided to the student within five days of the date on which the conduct becomes known to the Vice President of Student Services or designee;

in the case of continuous, repeated or ongoing conduct, the notice must be provided within five days on which the conduct becomes known to the Vice President of Student Services or designee.
3. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five days after the notice is provided. During the meeting, the student will be given the following:
   ◦ the facts leading to, and in support of, the accusation
   ◦ the specific section of the Standards of Student Conduct that the student is accused of violating
   ◦ the nature of the discipline that is being considered
   ◦ an opportunity to respond verbally or in writing to the accusation
4. Potential Disciplinary Actions
   a. Short-term Suspension - Within five days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
   b. Long-term Suspension - Within five days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
   c. Expulsion - Within five days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

VI. Hearing Procedures

1. Request for Hearing - Within five days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President or designee.
2. Schedule of Hearing - The formal hearing shall be held within 10 days (excluding weekends and holidays) after a formal request for hearing is received.
3. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student. The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or

designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

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

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

   a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

   b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.

   c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

   d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

   e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial evidence that the facts alleged are true.

   f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

   g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing.

   h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

   i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

   j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

   k. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

VII. President's Decision

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

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

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

VIII. Chancellor's Decision

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

IX. Board of Trustees Decision

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

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

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

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

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

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

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

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

STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522
Education Code Section 76224
Title 5 Section 55024

I. General Provisions

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

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

3. Confidentiality: To protect, to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.
   There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.
4. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
5. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

II. Definitions

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

III. Informal Consultation Process

A student has 120 calendar days from the date of the incident giving rise to the grievance to initiate the informal consultation process, except in the case of a grade change. The time limit to initiate a change is one year from the end of the term in which the grade in question was recorded. For further information on grade changes, see Board Policy/Administrative Procedure 4231.

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.

2. If consultation with the faculty member does not resolve the issue, the student may request a consultation with the department chair, assistant chair, or designee. The faculty member will be notified of the outcome of the meeting, by the party who meets with the student.

3. If the issue is not resolved with the department chair, assistant chair, or designee, the student may file a written Request for Consultation with the appropriate Dean. Forms will be available from the office of the appropriate Dean or Vice President. The Dean will convey a decision to all affected parties, as well as note that decision on the form.

IV. Grievance Process and Formal Hearing

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

1. Upon receipt of a written request for a formal hearing, the President will, within three days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.

2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.

3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
   a. Two students appointed by the College Student Body President.
   b. Two faculty members appointed by the College Academic Senate President.
   c. One academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
   d. The chair of the committee, which is selected by the President (see above), will be part of the committee, but will not vote in the final decision, except in the case of a tie.

4. The College Grievance Committee Chair will:
   a. Forward a copy of the request for hearing to the faculty member being grieved within seven days (excluding weekends and holidays) of receipt of the request.
   b. Within a reasonable time period not to exceed 20 days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
   c. Arrange for a disability accommodation if requested pursuant to the above.
   d. Within three days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee

members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The representative must be an individual from within the District (student or employee). Legal representation is prohibited.

f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.

g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.

h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three days (excluding weekends and holidays) in advance of the hearing.

i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.

j. Ensure that the formal hearing will be closed to the public.

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

V. Appeals

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

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

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

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

In all cases, final decision will rest with the President. After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at http://www.accjc.org/complaint-process. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

To the State Attorney General using the forms available at http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

VI. Responsibility

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

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

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

Smoking Policy

References:
Education Code Section 76030, et seq; Government Code Sections 7596, 7597, and 7598; Labor Code Section 6404.5; Title 5 Section 5148 No. 3570

Moreno Valley College is a smoke free campus.
The Board of Trustees, students and staff of the District recognize the serious health problems associated with smoking tobacco or other non-tobacco products and the use of smokeless tobacco. It is also recognized that tobacco smoke poses a health risk to non-smokers. Although it is desired that the District maintain a smoke free environment, the Board recognizes the need for each campus to determine whether or not their campus should be completely smoke free or have designated smoking areas. Therefore, each campus, through their Strategic Planning Committees, will make that determination for themselves.

THE ARTS

Art

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

Dance

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

Music

The Music program at Moreno Valley College offers the Associate in Arts in Music for Degree Transfer (AA -T) and a terminal AA in Music. Students may focus on music courses to earn the AA degree in Fine and Applied Arts or to satisfy general education requirements with music courses. The music program offers several options for choral singers, including participation in the long-standing Gospel Singers, as well as a highly respected Guitar Ensemble program.

CAREER AND TRANSFER CENTER

The Career and Transfer Center (CTC) provides students with career counseling and exploration services along with transfer information. The CTC seeks to make students more aware of their career choices and to assist with the transfer process. The CTC is currently located on the third floor of the Student Services Building.

Services

- Help students to understand transfer admission requirements and determine what college/university is the best fit
- Help students to select classes that meet requirements for a particular major
- Schedule appointments for students to meet with university and college representatives
- Assist students in exploring majors
- Provide computer access for students to utilize applications to explore job and career options and to navigate the job search and interview process successfully
- Provide computer access for students to utilize internet resources, complete college/university applications and view college/university information online
- Provide workshops on the application process, transfer information, scholarship information, and transfer admission guarantee programs
- Coordinate Career Fairs in partnership with the CTE Job Placement Program. Each year, employers visit the College to conduct student screening interviews and answer questions
- Hold Transfer Fairs each fall and spring term with college and university representatives in order to assist students with transfer information
- Hold Transfer Recognition Ceremony each spring in order to recognize students who have successfully fulfilled the transfer requirements and have been admitted to a four-year institution.

Resources

- Resource library that includes college/university catalogs, brochures and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computerized career assessments including interests, personality type, skills and values
- Online resources that assist students in understanding how course credits at Riverside Community College District can be applied when transferred to a four-year college/university, or vice versa
- Guides and handbooks providing information on financial aid and scholarships
- Computer access for online admissions applications
- Monthly calendar of events/workshops/university representatives in the Transfer Center

Center website: www.mvc.edu/ctc
For more information, call (951) 571-6914.

COUNSELING CENTER

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

Guidance courses are offered to assist students in gaining the maximum benefit from their college experience. Courses are listed under Guidance in this catalog. Specific counseling services include personal counseling, group counseling, career development, academic guidance and information regarding graduation and transferring requirements.

How to Use the Counseling Center

Students who would like to meet with a counselor in person without an appointment can visit the Counseling Center and be seen in order of arrival. Students who prefer not to wait to be seen may also make an appointment in the Counseling Center or through E-SARS on the Counseling website. Appointments can also be made by calling (951) 571-6104. Counseling hours vary by term. It is important to keep an appointment. Please call if you need to cancel or reschedule your appointment.

MVC COLLEGE BOOKSTORE

Students have a variety of options when purchasing their course materials. When registering through Web Advisor, a textbook list will populate with the required course materials for classes as well as recommended books or study guides. You can also go directly to our website www.mvc.edu/bookstore

Rent – It provides you with the option of renting a new or use textbook for an academic term rather than purchasing it. At the end of the term, you simply bring or ship the textbook back to the store and we will check it in. Renting instead of buying can save you more than 50% on average compared to the purchase price of a new textbook. Students can highlight and annotate in books. Textbooks are due back to the bookstore on the last day of finals of the semester for which they were rented. You must be 18 years old to start a rental account and have a debit or credit card as a form of collateral. The card that is used to secure the rental may not be a prepaid card.

Used – You save 25 percent off the new textbook price when deciding to purchase a used textbook.

Digital - Save up to 60 percent by buying or renting a digital Book. Your book will be available through n instant download from www.mvc.edu/bookstore. Have access to your textbook anytime, anywhere, on any device.

New – For when you have to have that new book smell or you plan on keeping your book for the future .

Price Match Guarantee – We price match textbooks against Amazon and most local competitors. Buy your books online or in the store and if you find a cheaper than advertised price within 7 days of your purchase, Come into the store and we will give you the difference on a gift card. Restrictions do apply of course but team members at the store can answer any questions you may have.

Remember to sell your new textbooks back to the bookstore and get up to 50 percent cash back. The bookstore also offers a variety of supplies for classes as well as items to show off your school spirit. The bookstore gladly accepts MasterCard, Visa, American Express, Discover, ATM debit cards and Checks, Full refunds for textbooks will be given the first week of a class with an original receipt and the book must be in the same condition as It was when it was purchased. Visit the website www.mvc.edu/bookstore for our complete return policy.

DISABILITY SUPPORT SERVICES

The Office of Disability Support Services located in the Library Building, Room 230, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities. The DSS office facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in accordance with California's Title 5 Regulations, the eight primary disability groups that are served are: acquired brain injury, physical disability, hearing impairment, learning disability, developmental disability, psychological disability, other health impairments, and temporary disability.

Services are available to any student that is enrolled with the College and has proof of the aforementioned disability(s).

Professionals are available to assist students in acquiring the support services needed to attain academic and career goals. For information log on to www.mvc.edu/dss, or call (951) 571-6138.

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

MIDDLE AND EARLY COLLEGE PROGRAMS

Moreno Valley College's Middle College High School (MCHS) program is made possible through a partnership between Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD). The program recruits sophomores to complete their last two years of high school at MVC, enrolled both high school and college classes. In January, MCHS staff makes presentations in the sophomore English or World History classes within the comprehensive high schools in MVUSD and VVUSD. Sophomores attending an alternative high school within MVUSD and VVUSD can also apply to MCHS, but they need to speak to their high

school counselor. Sophomores interested in applying to the program must attend the annual MCHS Information Night with a parent or guardian. Interested students can speak to their high school counselor, or call the MCHS office at (951) 571-6463. Additional information about MCHS can be found on line at www.mvc.edu/mchs.

Nuview Bridge Early College High School (NBECHS), located in Nuevo, is a charter school of the Nuview Union School District. Through the partnership between MVC and NBECHS, students enroll in college classes at MVC. As a charter school, NBECHS accepts out of district high school students. Additional information can be obtained by calling (951) 928-8498 or online at http://nbechs.nuviewusd.org/.

CAREER & TECHNICAL EDUCATION EMPLOYMENT PLACEMENT

The Career & Technical Education Employment Placement program helps students and alumni gain practical experience and prepare for today's competitive job market. The staff provides placement assistance for part-time, full-time, summer, internship and volunteer positions. The program strives to help students and alumni become more marketable and reach their career goals. For more information, contact the Career & Technical Education office at (951) 571-6907 or (951) 571-6931 or visit PSC-15.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES

Extended Opportunity Programs & Services (EOPS) provides support services for students with academic and financial disadvantages. Services offered include
- Academic counseling
- Educational planning
- Priority registration
- One-to-one tutoring
- Book service
- CSU/UC application fee waivers

To be eligible for the EOPS program, a student must:
- Be a California resident or AB540 Nonresident/Dream Act Exemption
- Enrolled full-time (12 units or more)
- Have fewer than 40 degree applicable units
- Receive a Board of Governors Enrollment Fee Waiver under Method A or B
- Be educationally disadvantaged

Students should visit the EOPS website www.mvc.edu/eops or call (951) 571-6253 for more information.

Cooperative Agencies Resources for Education

Cooperative Agencies Resources for Education (CARE) is a supplemental program for EOPS students who are single, qualify as a head of household and receive TANF benefits. The program provides assistance to students who are

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Receiving AFDC/TANF assistance, with at least one child under 14 years of age
- At least 18 years old
- Single and qualify as head of household
- Applied for financial aid
- Taking classes that will lead to a certificate, degree or transfer

Students who believe they qualify for the program should visit the CARE website: www.mvc.edu/eops.

STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department strives to assist students in reaching their educational goals by providing information and assistance for financial aid programs. The SFS department will educate students on how to apply for various types of financial assistance, offer financial aid academic counseling, and will provide a variety of resources to students in order to inform them about financial aid. Through continual staff training and software updates, the SFS department strives to provide an accurate and efficient environment for staff and students. The SFS department staff will receive training regarding new policies and procedures through on- and off-campus sessions and conferences as well as visits to other community colleges to learn best practices.

The Free Application for Federal Student Aid

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.gov and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, visit www.mvc.edu/sfs under workshops. The FAFSA application must be completed each academic year. The MVC Title IV code of 041735 must be listed on FAFSA record(s) in order for the department to receive your application. If you are a Riverside City College or Norco College student, please make sure to list the school code for your home college on the FAFSA application. You can locate school codes by selecting the School Code Search link on the main page of the FAFSA website. The FAFSA is available October 1 of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2 to ensure priority processing and to maximize your funding.

Once you have completed your FAFSA, results will be sent to MVC. You must have an RCCD admissions application on file in order for your FAFSA to be received by the College. Required documents will be posted on WebAdvisor under Required Documents by Year. Forms are available at www.mvc.edu/sfs under forms, and can be turned in at the SFS office at your home college or by email to studentfinancialservices@mvc.edu.

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

RCCD students will receive financial aid disbursements via BankMobile disbursement services. Students will have a choice on how they would like to receive their financial aid funds:

1. Direct deposit (ACH) bankmobile.png
2. Deposit onto a debit card thru Bank Mobile Vibe or current Higher One My One cardholders. Students with the My One card will continue to use that card until it expires.
3. Paper check

Students must make a selection in order to avoid delay in their scheduled disbursement. Log on to www.refundselection.com to get to the BankMobile webpage.

California College Promise Grant
(formerly known as the BOG Fee Waiver)

The California College Promise Grant is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the CCPG will waive enrollment fees for the entire academic year, beginning with summer and ending the following spring. During the fall and spring semesters, the parking fee will be reduced to $30 per semester. The CCPG does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list MVC (school code #041735) as your home college. You will receive an email in your RCCD student email account notifying you when your CCPG eligibility is available on WebAdvisor, under Your Award Letter. No other application is required.

If you are not a California resident, you may be eligible to apply for

- A non-resident tuition exemption through the AB540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions & Records for additional information or view our consumer guide online.
- A non-resident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions & Records account balance. Nonresident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the Information for Nonresident chapter in the consumer guide online at www.mvc.edu/sfs.

California College Promise Grant Eligibility
(formerly known as the BOG Fee Waiver)

Under the new regulations of the Board of Governors' Student Success Initiative, students will lose eligibility for the California College Promise Grant (CCPG) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the CCPG eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the CCPG.

Federal Pell Grant (up to $6,095 for the academic year, subject to change) is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and for how much. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than half time (less than six units) may qualify for a Pell Grant. Once you have completed the application procedure with the SFS office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded. Award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG) (up to $1,000 for the academic year at MVC and is subject to change) is awarded to undergraduate students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment as long as you remain in courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2 deadline, complete their Financial Aid file by the first processing deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

Cal Grants (up to $1,672 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents who graduated from a California high school and will be attending a qualifying institution at least half time (six or more units). The deadline to apply for these grants is March 2 of every year. For students attending California Community Colleges, there is an additional deadline of September 2. To apply for the Cal Grant awards, you need to complete the FAFSA or Dream Act application and have your GPA verified by the above deadlines. If you are awarded a Cal Grant by CSAC and are choosing to attend MVC, you must ensure that your financial aid file is completed, that you have an active academic program (major) on file with the Admissions & Records office other than undecided, and you must be meeting the College's Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at mygrantinfo.csac.ca.gov/logon.asp.

Chafee Grant Program provides grants of up to $5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether or not a student is an eligible foster youth. Students must be enrolled in college at least half-time (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA or Dream Act application is required for MVC to verify eligibility for this grant. Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be

renewed automatically by CSAC as long as the student meets specific criteria. Each Chafee Grant disbursement is released by CSAC during the fall and/or spring semester at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. Disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

Child Development Grant Program ($1,000 per academic year) is for participants who intend to teach or supervise in the field of child care and development in a licensed children's center. Students must be enrolled in at least half-time (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at www.csac.ca.gov for printing. It must be completed and submitted to the Early Childhood Education office (please check website for hours and location). A FAFSA application is required for MVC to determine eligibility for this grant. A FAFSA application must be submitted for each academic year. The Child Development Grant disbursement is released by CSAC during the fall and/or spring semester, at which time the SFS office reviews the student's eligibility prior to the disbursement being released to the student. Disbursement(s) for Child Development grants must be picked up in person with a valid picture ID at your home college (this is subject to change).

Federal Work Study earn up to $4,000 per academic year. The FWS program offers students the opportunity to earn additional funding through part-time employment. Students gain work experience and pay for a portion of their educational expenses. Positions require that students maintain half-time enrollment (three units for summer and winter, six units for fall and spring) and a minimum 2.0 CGPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, complete the FAFSA application online at www.fafsa.gov and list the MVC (school code #041735) as your home college. To apply for a FWS position, complete your financial aid file. View available jobs on the student employment job listings log on to https://pa379.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1504047752933.

Federal Direct Loan Program - Moreno Valley College participates in the Federal Direct Loan Program. At MVC, it is our goal to help students reach their educational goal with the least amount of student loan debt as possible. It is not recommended that students borrow more than $10,000 at the community college level (this amount includes loans from any other institution attended). To view your complete loan history, go to National Student Loan Data System at www.nslds.ed.gov.

Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and be enrolled at least half-time (six units) in courses listed on their Comprehensive Student Educational Plan (CSEP). Students who have a completed financial aid file will be notified of their eligibility for any grant aid, Federal Work Study or scholarships before applying for a loan. Students may pick up a loan packet and submit a Direct Loan Request Form to the SFS office.

Students must have a current Comprehensive Student Educational Plan (CSEP) on file with the College and it should correspond with the student's academic program declared in Admissions & Records as well as the courses that they are currently enrolled in. Students

will receive notification by email, within two weeks of submitting the Direct Loan Request Form, regarding the status of the loan request. Prior to disbursement, your eligibility to receive your Direct Loan will be reviewed (enrollment status and Satisfactory Academic Progress). Disbursement dates can be located in the Loan Information Guide received at the time of application. Refer to the Consumer Guide online at www.mvc.edu/sfs for a full list of requirements for applying for a student loan.

The Federal Student Loan Default Management Plan requires students to complete a loan entrance and exit interview each year. Please view the Consumer Guide for directions on how to complete the entrance and exit loan interviews. Efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at MVC. We reserve the right to deny loans to students on a case-by-case basis. You will be notified by mail if your loan request has been denied.

CALIFORNIA DREAM ACT

The California Dream Act was signed into law on October 8, 2011 and became effective January 1, 2013. The California Dream Act program allows applicants, who do not have a Social Security number, to apply for state financial assistance, such as the CCPG (formerly called the BOGW), Cal Grants, Chafee Grant and scholarships. Applicants for these programs must meet the requirements for each program. Students can apply for state financial assistance programs by filing a California Dream Act application at https://dream.csac.ca.gov. The above listed financial programs may require additional applications and/or information. For more information, visit the Consumer Guide at www.mvc.edu/services/sfs/guides.cfm.

Scholarships

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

RCCD scholarships for continuing and transferring students are available each fall semester, with a deadline of early January. Information and instructions on how to apply are available at www.mvc.edu/sfs early each fall semester. Scholarship workshops are held prior to the scholarship deadline to assist students in the application process and are also available on the website. Applicants chosen for RCCD scholarships are notified in May. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility. Scholarship funds for students transferring to a university are disbursed to the transfer institution during the next fall semester. Transfer students must return the Transfer Notification with the transfer institution information.

RCCD scholarships for high school seniors are available beginning in January with a deadline of early March. These scholarships are awarded to high school seniors who will be attending MVC the academic year after they graduate from high school. Information is available at www.mvc.edu/sfs in January and February and at each high school within the College's high school zone.

A partnership between RCCD, California Baptist University, La Sierra University and the University of Redlands created the Community Scholars scholarship. This is a $7,000 scholarship offered to Riverside County high school seniors who will attend any college within the District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school and also at www.mvc.edu/sfs in January and February.

There are many resources and opportunities for students to find scholarships to use while attending MVC. It requires time and effort on the part of the student to locate and apply for outside scholarships. A list of scholarships is available online at www.mvc.edu/sfs or in the SFS office. Additional scholarship resources can be found on the internet at free scholarship search sites such as www.fastweb.com, www.scholarshipexperts.com, www.scholarships.com, www.scholarsite.com and www.scholarshiphunter.com. If you are awarded a scholarship from an outside source, follow the donor's directions on how to have your scholarship funds sent to MVC. When outside scholarship funds are received at MVC, the student is notified by mail. Scholarship funds will be disbursed on the next disbursement date upon verification of enrollment and donor guidelines.

Computers are available in the SFS lobby to students receiving financial assistance for the following:
- Complete the FAFSA /Dream Act Application online
- Research and apply for scholarships online
- Other financial aid web assistance

Responsibilities and Requirements

Moreno Valley College follows federal, state and institutional regulations in administering financial assistance programs. Students must adhere to federal, state and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guideline, Ability to Benefit Changes (ATB).

Federal and state financial aid requires students to have one of the following educational requirements to be eligible for financial aid
1. High school diploma (not a certificate of completion)
2. GED
3. Approved home school completion
4. Passed the California High School Proficiency Exam (CHSPE)
5. Received an AA/AS degree from an accredited institution.

Students have to have met one of the outlined educational requirements or have previously met the ATB requirement to be eligible for financial aid. If you are a current ATB student and have met one of the two ATB requirements, you will continue to meet the educational requirements for financial aid and no further action is necessary. If you have not previously met one of the two ATB requirements and have not completed six degree applicable units, you will be required to meet one of the listed educational requirements to be considered for financial assistance at any college. For more information on the CHSPE, visit: www.chspe.net.

Comprehensive Student Educational Plan (CSEP)

You must enroll in and successfully complete courses according to your Comprehensive Student Educational Plan (CSEP). To develop your CSEP you should meet with a counselor. To schedule an appointment, call (951) 571-6104.

Citizen or Eligible Non-Citizen

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

Return of Title IV Funds

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

Students cannot receive financial assistance at two institutions at the same time, with exception of the CCPG (formerly called the BOGW). Students must determine their home college within the District in order to receive financial assistance. Units taken within the District will be paid for by your home college, if eligible.

Satisfactory Academic Progress

A student on financial aid must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. A student failing to meet the SAP standard, will become ineligible for most types of financial assistance, including the BOGW. A student, who is deemed ineligible for financial aid due to SAP, will have the right to appeal through the SFS appeal process. For information regarding the SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our Consumer Guide at www.mvc.edu/sfs.

Contact Information

Be sure to keep your mailing address, phone number, and email address current. This ensures the timely receipt of information regarding financial aid. Information can be updated through WebAdvisor or in person at Admissions & Records. Students should check RCCD email regularly as updates and communications are sent to your RCCD email account.

Social Security Number

Be sure your Social Security number is on file with the College. Although it is not required on the admissions application, it is required for federal financial aid applicants. The College cannot process most types of federal financial assistance without a valid Social Security.

Disbursement and Deadline Information

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the completion of the FAFSA, documents requested by the SFS office have been submitted, and enrollment has been completed. For dates of deadlines and disbursement, please view our Consumer Guide at www.mvc.edu/sfs. Disbursement schedule is also available in the Student Financial Services.

Applying for financial assistance through the FAFSA does not affect a Veterans GI Bill benefits. Veterans should apply for financial assistance by completing the FAFSA application online at www.fafsa.gov.

Find more information regarding Student Financial Services and access forms for download at www.mvc.edu/sfs. For questions, please contact us by email at studentfinancialservices@mvc.edu.

FIRST-YEAR EXPERIENCE PROGRAM

Moreno Valley College offers a First-Year Experience (FYE) program that integrates academic enrichment and student support services to enable students to successfully transition from high school to college and ensure success during their first year of college. FYE is open to first-time students attending the College commencing with the Summer Bridge program. The Summer Bridge program is designed

to jump-start academic success by taking summer courses earning credits. FYE student students receive one-on-one help with the enrollment process and additional benefits:

* Enrollment in the College's Summer Bridge program
* Workshops that potentially save you money and time
* Guaranteed enrollment in math and English classes
* Guaranteed financial support during the freshmen year*
* Priority registration for freshman year
* Guest speakers, tours and other success-focused events
* Year-long coaching and peer support

Guaranteed financial support during the freshmen is made possible by using a combination of possible state, federal and local funding resources. To join the First-Year Experience program or for more information, contact (951) 571-6334, email fye@mvc.edu or log on to www.mvc.edu/fye.

FOOD SERVICES

The Lion's Den offers a variety of food and beverage options.

Lion's Den Hours

Monday through Thursday, 7 am to 8 pm
Friday, 7 am to 1 pm
Closed, Saturday and Sunday

Coffee Cub Hours

Monday through Thursday, 7 am - 4 pm

Hours are subject to change during the winter and summer sessions.

STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

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

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

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. Accidents incurred on campus should be reported immediately to the Health Services office. Affordable Care Act options for health insurance are available at www.mvc.edu/hs/ under Important Announcements. Website also contains marketplace insurance information for health coverage. Medical records and discussions with staff are completely confidential.

HONORS PROGRAM

Riverside Community College District offers an Honors Program at each of the colleges. The Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year institution. Honor classes are small (20 students) and taught seminar style. Students read challenging texts, write original arguments, participate actively in class and present their research at statewide conferences. Classrooms are active and dynamic, and the

faculty can offer one-on-one mentoring. Honor students become part of a close-knit community, going on field trips, taking the same classes, and often transfer together.

Eligible for returning students is:
- 3.0 GPA in nine transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Complete the Honors Program orientation before or during their first semester in the program

Eligibility for first-time college students is:
- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed Honors Program application

Benefits:
- Transfer agreements, including the University of California, Los Angeles (UCLA) TAP agreement.
- Smaller classes: honors classes have a maximum of 20 students and are taught seminar style, emphasizing active student participation.
- Help in the transfer process: workshops, one-on-one mentoring, help from honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips, cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Honors Center, a place for gathering, allowing for informal study groups, personalized interaction with honors professors, access to transfer advice and research materials, and a sense of belonging to a cohort of similarly-interested students.
- Scholarships and essay contests.

Website www.mvc.edu/honors
Location: Honors Center, Room HM-205B
Contact: (951) 571-6948

Information Center

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

Posting Policy: Materials will be posted on bulletin boards and other authorized areas for only a 10-day period in order to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the 10-day posting period expires. Only 10 flyers and two posters may be approved at one time per event. No material can be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior or exterior walls.

RCCD STUDY ABROAD PROGRAM

Riverside Community College District is dedicated to the concept of an internationally based education. The faculty-led Study Abroad program provides students with unique opportunities to enroll in an academically rigorous program of study set in a variety of cultural settings that enable students to participate in cross-cultural experiences as part of the global community.

The mission of the Riverside Community College District Study Abroad Program (RCCD-SAP) is to provide RCCD students from three campuses (RCC, MVC, Norco) with opportunities for study and service learning, and travel abroad. Through faculty-led semester study abroad, faculty-led short-term course abroad, and travel tours, RCCD-SAP offers wide varieties of programs and destinations aimed at promoting personal growth, expanding individual's horizon, cultivating global citizenship, intercultural understanding, and preparing students for possible international career opportunities. Study Abroad Program is your gateway to international travel. Make it happen! For more information, go to www.rccd.edu/services/studyabroad or email RCCD-SAP at study.abroad@rccd.edu.

LIBRARY/LEARNING RESOURCE CENTER

To support the mission of the College, the library provides student access to a wide range of books, multimedia collections, and electronic resources, including academic journals, magazines, newspapers, ebooks, and more. Visit the library in person or at www.mvc.edu/library.

Moreno Valley College Library

Monday – Thursday: 8 am - 7 pm
Friday: 8 am - 1 pm (Fall & Spring Only)
Saturday: 8 am - 1:30 pm (Fall & Spring Only)

Circulation Services: (951) 571-6111
Reference Desk: (951) 571-6447

The library provides research instruction; quiet study areas; access to printers and photocopies; media playback equipment, and computers. Computers are equipped with internet access and software for word processing, spreadsheets, and presentations. The MVC College Card functions as the library card for students, faculty and staff. Community members may purchase a library card for $5 per session. Library faculty are available at the Reference Desk during hours of operation to provide research assistance and instruction to students and other library users.

STUDENT ACTIVITIES CENTER

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

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

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

STUDENT GOVERNMENT

The Associated Students of Moreno Valley College (ASMVC) is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Spring Egg Hunt and many other successful activities.

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

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

ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

ASMVC sponsors numerous clubs/organizations. Below is a partial listing of active clubs/organizations at MVC. Clubs include honorary, social services, professional and general interest clubs/organizations.

American Sign Language Club
Chamber Choir Organization
Dental Assistant Organization
Dental Hygiene Organization
Emergency Medical Services Organization
Fire Technology Organization
Gospel Choir/Singers Organization/Club
Guitar Ensemble
Human Services
International Film Club
Karate Club
Middle College High School Organization
Music Club
Pride Alliance Club
Psychology Club
Puente
Software Engineering Club
Spanish Club
Sports and Fitness Club
Umoja/A2Mend
Umoja Community

Membership to these organizations is open to paid members of ASMVC. Students are encouraged to join campus organizations or form new organizations. Some of these clubs may no longer be active. Club guides are available in the Student Activities office. Contact the Moreno Valley College Student Activities Coordinator for more information at (951) 571-6105.

Social Events

An extensive program of activities is provided by the Associated Students of Moreno Valley College (ASMVC). A calendar of events is maintained in the Student Activities Center (located behind the bookstore and on the website www.mvc.edu/asmvc. New and exciting activities are always planned. Please stop by and find out how you can get involved.

COLLEGE HOUR

Moreno Valley College is committed to a strong co-curricular program which is intended to complement the instructional program by offering a broader educational experience providing two activity hours per week — Tuesday and Thursday from 12:50 to 1:50 pm. During College Hour, an extensive program of activities (e.g., lectures, performances) is presented by ASMVC. A master calendar of these events is maintained in the Student Activities Center and on the Student Activities website at www.mvc.edu/asmvc.

STEM MOBILE INNOVATION CENTER (MOBILE LAB)

The STEM Mobile Innovation Center (SMIC) is a mobile innovation learning center delivering STEM engagement, "making", and outreach activities in support of STEM programs with a focus on Career & Technical Education (CTE) STEM programs. It is available to MVC and the community. Created to advance STEM Education by providing hands-on, interactive activities; training and professional development opportunities for students, faculty, and staff; and unique STEM learning and engagement experiences; the STEM Mobile Innovation Center combines STEM education laboratories and state-of-the-art technologies with additional equipment to engage in making and entrepreneurship. As a result, students are able to experience the excitement of learning and working in STEM fields through creativity, critical thinking, and problem solving.

Engaging students and the community, MVC will provide access to the STEM Mobile Innovation Center for individual and collaborative groups of learners and is available for reservation through the office of the Dean of Instruction, CTE. The STEM Mobile Innovation Center through new and improved technologies and unparalleled STEM experiences provides opportunity to foster STEM diversity. For more information, call (951) 571-6930 or visit our website at www.mvc.edu/stem/.

STEM STUDENT SUCCESS CENTER

STEM Student Success Center's mission is to address the diversity of MVC students, their academic preparation and success in STEM, and their learning through innovative and experiential institutional change initiatives in STEM academic and support services. Through the office of the Dean of Instruction, CTE. MVC is transitioning to state-of-the-art technology and introducing students to opportunities of exploration and in engagement in STEM courses and programs, virtual labs, gaming and simulation, mobile applications, STEM career and transfer resources, and STEM research.

The creation and integration of technology into SSSC provides the students project-based, hands-on and interactive STEM activities and multimedia experiences. The STEM counselor provides students with comprehensive support services including case management counseling, career and transfer pathways and academic services. A core aspect of the STEM Student Success Center is to utilize the expertise available through partnering with universities to improve the quality of STEM transfer pathways and programs. For more information call (951) 571-6363 or (951) 571-6364 or visit the website at www.mvc.edu/stem/.

STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part time (up to 20 hours per week) while learning transferable job skills. Benefits to the student include:
- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability
- Earn money while gaining work experience
  Students can apply to work at a variety of jobs on campus pending their eligibility for the Student Employment Program. Students may be eligible for one or all of the programs which include Federal Work Study (FWS). The U.S. Department of Education awards the school a certain amount of funding each year to allow students to supplement their education costs. Students

eligible for Federal Work Study may be awarded up to $4,000 per fiscal year.

To be eligible for FWS students are required to:
- Complete the Free Application for Federal Student Aid (FAFSA) which can be completed online at www.fafsa.ed.gov, School code for Financial Aid: 041735
- Complete their financial aid file and determine eligibility
- Mark Moreno Valley College as their home campus (winter or summer)
- Maintain a minimum cumulative 2.0 CGPA
- Meet the Student Financial Services Satisfactory Academic Progress standard
- Have a valid social security card and picture ID (or equivalent work authorization)

Students are limited to 16 semesters or four years of employment. District/Special Grants (non-Federal work study) Employment. Earnings for District positions are paid from a department's budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:
- Enroll in at least six units (fall and spring) and three units (winter or summer)
- Maintain a minimum 2.0 CGPA
- Have a valid Social Security card and picture ID (or equivalent work authorization)

CalWORKs' Work Study. The CalWORKs' Work Study program connects eligible students to part-time jobs on- and off-campus. To be eligible to work for CalWORKs' Study, students are required to:
- Be enrolled in at least one unit
- Provide a valid WTW contract to the Workforce
- Maintain a minimum cumulative 2.0 GPA
- Have a valid social security card and picture ID (or equivalent work authorization)
- Get clearance from the CalWORKs/Workforce Preparation department to help determine eligibility.

For more information on CalWORKs, please visit www.mvc.edu/cw or call (951) 571-6154. To apply for a work study program, students can view open job postings at www.mvc.edu/se or inquire with a specific department or supervisor they are interested in. Hourly pay rates start at the current federal minimum wage. Some positions may start at a higher rate of pay.

For more information on the Student Employment Program, visit www.mvc.edu/se or call (951) 571-6252.

OFFICE OF TRIO PROGRAMS

The Federal TRIO Programs (TRIO) are outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds to help them prepare for and graduate from college. Moreno Valley College (MVC) is proud to have four TRIO programs – the ACES Student Support Services Program (collegiate), the Upward Bound Math and Science (UBMS) Program (pre-collegiate), the Educational Talent Search Program (pre-collegiate), and the Upward Bound Program (pre-collegiate). TRIO programs have been in existence since 1964 and are funded through the US Department of Education.

ACADEMIC COUNSELING AND EDUCATIONAL SUPPORT (ACES)

The mission of the Academic Counseling and Educational Support program (ACES) at Moreno Valley College is to promote the retention, graduation, and transfer of low income, first generation and students with disabilities through a variety of academic support services. ACES offers targeted services for program participants, including academic counseling, tutoring, mentoring, career and skill development, field experiences, and other services to empower students to graduate from Moreno Valley College and transfer to a four year college/university. ACES serves 144 students annually. Students selected for the ACES program are eligible for priority registration.

ACES offers qualifying students a strong academic support system and learning community that will assist them in mastering their college transitions. The primary goal of the program is to increase the retention and graduation rates of students who are committed to transferring to a four-year institution by increasing their access and opportunity to higher education.

EDUCATIONAL TALENT SEARCH PROGRAM

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education.

UPWARD BOUND MATH AND SCIENCE (UBMS) PROGRAM

The Moreno Valley College (MVC) Upward Bound Math and Science Program (UBMS) is part of the national TRIO programs in partnership Moreno Valley Unified School District (MVUSD). UBMS is an interactive intensive pre-college experience designed to strengthen the math and science skills of participating high school students. UBMS helps students recognize and develop their potential to excel in math while encouraging them to pursue postsecondary degrees, and ultimately careers in science, technology, engineering, and math (STEM). Each year, UBMS serves a cohort of approximately 60 high students from Vista del Lago High School of which over two-thirds are from low income, first-generation backgrounds. MVC's UBMS program has been in existence since October 2012. For more information about UBMS eligibility requirements or how to apply, call (951) 571-6382 or visit our website at www.mvc.edu/ubms.

TUTORIAL SERVICES

Why should you come for tutoring?
- You can increase your independence as a learner.
- You can use your limited study time more effectively.
- Individual and group sessions are offered.
- Tutoring is free to currently enrolled MVC students.
- Students can receive up to two hours per week, per subject.
- Students participating in the EOPS/ACES and Guardian
- Scholars program receive an additional 50-minute session per week.
- One-on-one tutoring for students enrolled in Computer Information Systems Courses.
- Tutors not only deliver content information, they motivate, coach, challenge and provide feedback to students.

Tutoring sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. Tutors must complete orientation and attend a Master Tutor Training Workshop. The workshop reinforces course material emphasized by the faculty and use their own successful student experiences to integrate what-to-learn with how-to-learn. Tutors come highly recommended by MVC faculty members.

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

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

If you are in need of a tutor, please follow these steps to secure your appointment:
- Appointments are available on a first-come, first-served basis (on the hour) with a maximum of two hours per week depending on availability of tutor and subject.
- Individual and group tutor sessions are available. Scheduling for tutorial sessions is done one week in advance beginning Wednesday at 3 pm for the following week.
- Students can make an appointment at the Tutoring Learning Center located in the Student Academic Services Building, Room 206, or by phone at (951) 571-6167.
- Tutoring hours: Monday, 10 am - 5 pm; Tuesday, 10 am - 6 pm; Wednesday and Thursday, 10 am - 5 pm; Friday, 11 am - 2 pm. Online tutoring service is available to MVC students enrolled in online and hybrid courses free of charge through a link to NetTutor located in each Canvas course, visit the www.mvc.edu/ts site for more information. To learn more about NetTutor Online Tutoring Service go to: http://www.opencampus.com.

Please be prepared by being punctual and having necessary materials available when meeting with your tutor at the scheduled appointment time.

How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn! Tutors must have passed the class(es) they are tutoring in with at least a "B" grade or higher and
- Maintain a GPA of 3.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by faculty
- Apply in person to receive a hire packet
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of six units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of three units if actively tutoring during the summer or winter terms.
- Successfully complete ILA-1-Introduction to Tutor Training I

Tutorial Services is looking for tutors to add to our staff. Students interested in becoming a tutor and meet the requirements are invited to contact the Tutorial Services or log on to http://jobs.rccd.edu (click on Student Employment listings).

Tutors are paid positions, providing an excellent opportunity to earn money while attending classes. For questions, contact Tutorial Services at (951) 571-6276. For more information, visit www.mvc.edu/ts.

THE LEARNING CENTER

The Learning Center is located in the Humanities Building, Room 219 and is open to all current MVC students. There are 40 computers for students to complete coursework along with math tutoring and writing consultants. Math tutors and writing consultants are available as a walk-in service. Supplemental Instruction is also held in the Learning Center. There are six group study cubicles students can check-out on a first-come, first-serve basis. Textbooks for English, Math, and CIS courses can also be checked out (they must stay within the Learning Center).

Hours are:
Fall/Spring: Monday-Thursday, 7:30am-9:30pm; Friday, 7:30am-4:30pm, and Saturday, 10:00am-1:00pm.

Summer/Winter: Monday-Thursday, 7:30am-9:30pm, Closed Friday-Sunday.

Math tutors and writing consultants hours may vary. Visit our website at www.mvc.edu/learningcenter for up-to-date information.

UMOJA COMMUNITY

The Umoja Community at MVC seeks to educate African American students about their African cultural heritage in order to promote and uplift an African American centered consciousness. The development of the academic, professional and leadership potential of African American students is centered on seven program principles: unity, self, collective work and responsibility, cooperative economics, purpose, creativity, and faith. The development of the academic professionals, and leadership is reflected in the area of program identification of the needs and concerns of Moreno Valley College African American students and the development of interventions to address the needs and concerns in our community. The Moreno Valley College Umoja Community is dedicated to increase the number of educationally underserved students who enroll in our college, transfer to a four-year colleges or university, and return to the community as leaders and mentors for future generations. For more information, contact the Umoja Coordinator at (951) 571-6446.

VETERANS RESOURCE CENTER

Moreno Valley College provides assistance to veterans and their eligible dependents for the following VA benefit programs:

- Chapter 33 - Post 9/11 GI Bill
- Chapter 30 - Active Duty Educational Assistance Program
- Chapter 31 - Veterans Administration Vocational Rehabilitation
- Chapter 35 - Dependent's Educational Assistance
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program

Veterans and/or dependents seeking to use VA Educational Benefits should apply online through the Department of Veterans Affairs website at www.gibill.va.gov.

Veterans and/or dependent students must follow the Moreno Valley College enrollment policies and procedures in order to register into classes. Students must apply online at www.mvc.edu and complete any required assessment testing and online orientation (if applicable).

Students may also be eligible for other types of financial assistance and are encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov

Before a VA Student Educational Plan (VASEP) can be developed, all prior college and military transcript(s) must be received in order to have all prior credit evaluated. After all transcript(s) have been received an appointment with a VA Counselor will be scheduled to complete a VA approved student educational plan.

Once the VA SEP has been completed, the student has registered for classes and a VA Statement of Responsibility has been submitted, Veterans Services will verify course enrollment and certification will be submitted to the VA for benefit processing. Please be advised that certification may take 2-3 weeks for processing during high peak. If you have questions regarding benefit payments, please contact the VA at 1-888-442-4551.

Members or former members of the Armed Forces of the U.S. may be eligible for priority registration. For additional information, contact Veterans Services at (951) 571-6247 or email at veterans@mvc.edu

The Moreno Valley College Veterans Resource Center in collaboration with Disability Support Services offers Veteran Academic Support Services (VASS) to enhance academic success to our veterans, active duty and dependent students. VASS offers students the opportunity to meet with an Academic Counselor within the VRC to provide Comprehensive Student Educational Plans, course selection assistance, and provide academic accommodations if requested or needed. Please stop by the Veterans Resource Center for more information on what additional services VASS can offer you!

WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College offers a wide range of services to assist current and former CalWORKs/(TANF) students to prepare for academic achievement, career pathway planning, employment, self-sufficiency and attaining financial independence. The CalWORKs program, funded through the Chancellor's Office of California Community Colleges, is designed to promote self-sufficiency through employment, education and community collaboration meet the challenge of implementing various strategies to aid disadvantaged students or potential students in building strong connections to the workforce.

CalWORKs Program

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

Services available include:

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

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

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

CalWORKs Work Study

Moreno Valley College teams up with Student Employment to assist students who qualify for subsidized job training through the CalWORKs work study program. The CalWORKs work study program is a priority statewide. The CalWORKs office must verify eligibility and maintain a current Welfare to Work GAIN contract on file for all students hired under CalWORKs work study each semester. Eligible students are referred to student employment to complete the hiring process. CalWORKs work study funds pay up to 75 percent of wages for eligible students who may be subject to additional requirements based on the remaining 25 percent of funds needed. This program benefits employers as well as eligible students who:

- Provide a current WTW GAIN contract
- Maintain enrollment in 1.0 or more units each semester
- Maintain a minimum cumulative 2.0 GPA
- Maintain eligibility for the CalWORKs program
- Provide proof of cash aid each semester
- Receive CalWORKs (cash aid) through a County Welfare department in California
- Adhere to terms of the Student Acknowledgment Form   tI is important to notify the CalWORKs office with all updates from the County. For more information, call (951) 571-6154.

GUARDIAN SCHOLARS PROGRAM/FOSTER YOUTH SUPPORT SERVICES

The Guardian Scholars/Foster Youth Support Services program (FYSS) provides resources, support, and advising to students that come from the foster care system. Guardian Scholars works in collaboration with Riverside City College and the University of California, Riverside to provide a network of supportive services to current and former foster youth that seek to meet their goals for post-secondary education. A designated staff member serves as a point of contact to assist students with applying and registering for classes, accessing priority enrollment (if eligible), making appropriate course selections, and connecting to other campus support programs that will help ensure their academic success. Financial assistance, tutoring, field trips, and mentoring opportunities are available. The program is located in Science and Technology, Room 101C. For more information, call (951) 571-6110.

PUENTE PROGRAM

The Puente Program, a national-award winning program, is an innovative combination of accelerated writing instruction, intensive academic counseling, and mentoring. The Puente Program is a learning community that incorporates mentoring by professionals from the community, English courses and personal development courses in a one-year program. The curriculum includes reading Chicano/Latino and multicultural literature along with activities that promote leadership development. The Puente Program is open to all students and is committed to helping students develop strong writing skills, develop academic and personal goals, and transfer to four-year universities to complete a professional or a bachelor's degree.

Section III

GRADUATION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

Students not interested in earning an AA-T or AS-T degree may earn an AA/AS degree with an emphasis in one of the eight areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

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

I. Resident Requirement
In order to receive an associate degree from Riverside Community College District, a student must complete 12 units in residence at one of the colleges that make up the District.

II. Academic Coursework Taken at Other Institutions
Official transcripts from previously attended institutions must be dated within 90 days of enrollment, be in an institution sealed envelope and be submitted to the Admissions & Records office at the student's home college. Course credit is accepted from regionally accredited institutions as listed at www.collegesource.org. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards an associate degree. Students who

have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

III. Grade Point Average Requirement

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

IV. Unit Requirement

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

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

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

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

V. Basic Skills Competency Requirement (0-8 Units)

    A.   Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher selected from Math 1-36 (excluding MAT-32), or MAT-53 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as Completion Counts, courses from other colleges/ universities, placement above Math 35, or Early Assessment Test (EAP for CSU, MCAP)].

    B.   Students must demonstrate reading competency by obtaining:

        1.   a satisfactory score on RCCD's placement test equivalent to placement in college level reading

OR

        2.   completion of Reading 83 or Reading 90 with a "C" or higher

OR

        3.   a minimum grade of "C" in each general education course

OR

        4.   satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community

College District's reading competency requirement should enroll in a reading class within their first 18 units undertaken at the College.

        5.   Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.

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

VI. General Education Requirements

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines . Students must complete a minimum of 22 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 70, 80, 90B, 91; English as a Second Language 51, 52, 53, 71, 72, 90A-K, 91, 92, 95; Mathematics 37, 45, 52, 63, 64, 65, 81, 82, 98; and Reading 81, 82, 83, 86, 90, 887.

The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Interdisciplinary Studies 3; Nursing (Vocational Education) 52A, 52B, 52C, 62A, 62B, 62C; Nursing (Continuing Education) 81; Registered Nursing 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C.

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

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

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

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

GRADUATION REQUIREMENTS

PLAN A
RCCD General Education

A. Natural Sciences (3 Units)
Any course for which the student is eligible in anatomy and physiology, Anthropology 1 or 1H, astronomy, biology, (except BIO-35), chemistry, Geography 1 or 1H, or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C.

B. Social and Behavioral Sciences (6 units)
1. American Institutions (3 units)
History 6 or 6H, 7 or 7H, 15, 26, 28, 29, 30, 31, 34, 53
or Political Science 1 or 1H, 5
AND
2. Social and Behavioral Sciences (3 units)
Any course for which the student is eligible in American Sign Language 22, anthropology (except Anthropology 1 or 1H), early childhood studies 20, economics, geography (except Geography 1/1H and 5), history (except as listed in one above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

C. Humanities (3 units)
Any course for which the student is eligible in American Sign Language 1, Architecture 36, Art, Communication Studies 7, Dance 5, 6, 6H, 7, 8, 9, English, foreign languages, Game Development 21, History 1, 2, 2H, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

D. Language and Rationality (10-12 units)
1. English composition (4 units)
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of "C" or better.

2. Communication and analytical thinking (6-8 units)
Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas
Communication Studies 1, or 1H or 9 or 9H
Computer Information Systems 1A through 30
English 1B or 1BH
Mathematics 1-36
Philosophy 11, Philosophy/Math 32
Reading 4

E. Health Education and Self Development (5 units)
1. Health Education (3 units)
    Biology 35/Health Science 1 or completion of the DEH, EMS, RN or VN program.
2. Self Development (2 or 3 units)
    Option 1- Kinesiology (two activities courses)
    Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.

KIN-6 Physical Education for Pre-School and Elementary Children
KIN-29 Soccer Theory

KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor
KIN-47 Hiking and Backpacking
MUS-45 Marching Band Woodwind Methods
MUS-46 Marching Band Brass Methods
MUS-47 Marching Band Percussion Methods
MUS-48 Marching Band
MUS-59 Winter Marching Band Clinic
MUS-60 Summer Marching Band Clinic
MUS-61 Auxiliary Marching Units
OR
Option 2- Fitness and Wellness (3 units)
GUI-47 Career Exploration and Life Planning
GUI-48 College Success Strategies
KIN-4 Nutrition
KIN-30 First Aid and CPR
KIN-35 Foundations for Fitness and Wellness
KIN-36 Wellness: Lifestyle Choices

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

PLAN B
Moreno Valley College - California State University General Education Pattern. See page 72 through 75.

PLAN C
Moreno Valley College - Intersegmental General Education Transfer Curriculum (IGETC) Pattern. See page 74 through 76.

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

VIII. Petition for Graduation (degree or certificate)
Students may apply for degrees and certificates during the following application periods:

Summer – first day of summer term through July 15 to apply for summer 2018, fall 2018, winter 2019, spring 2019.

Fall –   first day of fall term through October 15 to apply for fall 2018, winter 2019, Spring 2019.

Winter –   first day of winter term through February 1 to apply for winter 2019, spring 2019.

Spring –   first day of spring term through April 1 to apply for spring 2019.

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

IX. Catalog Rights

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ summer 2018 through spring 2019. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

X. Areas of Emphasis Degrees

A: Associate of Arts
Administration and Information Systems
MAA494/MAA494B/MAA494C

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

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

Program Learning Outcomes

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

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

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

Included Disciplines and Courses

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

Elective Courses (9 additional units, selected from the following):
Accounting (ACC): 1A, 1B, 38
Business Administration (BUS): 3, 10,10H **18A, **18B, 20, 22, 80
Communications Studies (COM): 1, 1H, 60, 9, 9H, 12, 13
Computer Applications and Office Technology (CAT): 3, 31
Computer Information Systems (CIS): 1A, 1B, 2, 3, 5
Computer Science (CSC): 2, 5
Economics (ECO): 4, 6, 7, 7H, 8, 8H
Library (LIB): 1
Management (MAG): 44
Marketing (MKT): 20
Political Science (POL): 6, 8

A course may only be counted once. **Credit limitation: UC will accept a maximum of one course for transfer.

American Studies
MAA492/MAA492B/MAA492C

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations . Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

Program Learning Outcomes

Students possessing an Associate Degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:
1.   Critically analyze the history, culture, politics and society of the United States.
2.   Interpret Americanhistory, culture, politics and society orally and in written form.
3.   Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4.   *Describe and analyze of the diversity of the American people as a society of immigrants developing national traditions and culture.*

__The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.__

Take one of these two-semester sequences (6 units): English (ENG): 14 and 15
History (HIS): 6, 6H and 7, 7H, 11 and 12, 14 and 15, 28 and 29

Elective courses: (12 additional units, selected from the following):
American Sign Language (AML): 22
Economics (ECO): 7, 7H
English (ENG): 14, 15, 18, 20, 25, 47
Film, Television and Video (FTV): 12
History (HIS): 6, 6H, 7, 7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34
Humanities (HUM): 9, 11, 16
Military Science (MIL): 1, 2
Music (MUS): 23, 25, 26, 89, 89H
Philosophy (PHI): 19
Political Science (POL): 1, 1H, 5, 12, 13
Sociology (SOC): 2, 3, 15

__A course may only be counted once in the major area. Courses may be double counted for GE/IGETC/CSUGE__

Communication, Media and Languages
MAA495/MAA495B/MAA495C

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

Program Learning Outcomes

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

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

Included Disciplines and Courses
Anthropology (ANT): 8
Applied Digital Media (ADM): 1 Arabic (ARA): 1, 2, 3, 8, 11
American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22
Chinese (CHI): 1, 2, 11
Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19
English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49
Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8
Film, Television and Video (FTV): 12, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65
French (FRE): 1, 2, 3, 4, 8, 11
German (GER): 1, 2, 3, 11
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D
Korean (KOR): 1, 2, 11
Latin (LAT): 1, 2
Library (LIB): 1
Photography (PHO): 12

Portuguese (POR): 1, 2
Reading (REA): 4
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53

Fine and Applied Arts
MAA496/MAA496B/MAA496C

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

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

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

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

Included Disciplines and Courses
Applied Digital Media (ADM): 1, 2C, 30, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 80, 200
Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200
Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19
Dance (DAN): 3, 4, 6, 6H, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60
English (ENG): 11, 12, 13, 17A, 17B, 17C, 38, 39, 49
Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 70, 71A, 72

Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 65, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84
Photography (PHO): 8, 9, 10, 17, 20, 200
Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

Humanities, Philosophy and Arts
MAA497/MAA497B/MAA497C

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication . The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

Program Learning Outcomes
Upon completion, students will be able to:
1. Interpretkey philosophical, religious andliterarytexts, aswell as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level.

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

Included Disciplines and Courses
American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22
Anthropology (ANT): 7, 8
Arabic (ARA): 1, 2, 3, 8, 11
Architecture (ARE): 36
Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12
Chinese (CHI): 1, 2, 11
Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19
Dance (DAN): 6, 6H
English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48
Film, Television and Video (FTV): 12, 65
Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8
French (FRE): 1, 2, 3, 4, 8, 11

Game Development (GAM): 21
German (GER): 1, 2, 3, 11
History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35
Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Korean (KOR): 1, 2, 11
Latin (LAT): 1, 2
Library (LIB): 1
Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93
Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35
Political Science (POL): 11
Portuguese (POR): 1, 2
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53
Theatre (THE): 3, 29

Applicable studio courses include
(Note that some classes are less than three units)
Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200
Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60
English (ENG): 11, 12, 17A, 17B, 17C, 38
Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84
Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

Kinesiology, Health and Wellness
MAA498/MAA498B/MAA498C
These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

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

Program Learning Outcomes
Upon completion, a student will be able to:
1. Demonstrate understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Recognize and understand the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

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

Included Disciplines and Courses
__Required Courses (take three units in each of the two disciplines):__
Health Science (HES):1 (or BIO 35)
Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Elective Courses
(12 additional units, selected from the following)
Biology (BIO): BIO-4 (Formerly BIO-17), BIO-16 (Formerly BIO-30, BIO-18 (Formerly BIO-34), BIO-45 (Formerly AMY-10), 50A (Formerly AMY-2A), 50B (Formerly AMY-2B), BIO-45 (Formerly AMY-10)
Early Childhood Education (EAR): 26 Guidance (GUI): 45, 46, 47, 48
Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47
Kinesiology/activity courses (KIN): A03, A04, A07, A09, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54a, A54B, A55, A57, A60, A61, A62A, A64, A67, A68, A69, A74, A75A, A75B, A77A, A77B, A77C, A80, A81A, A81B, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C, A92
Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95
A course may only be counted once except for KIN activity or varsity courses.

Social and Behavioral Studies
MAA499/MAA499B/MAA499C
Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare

and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

Program Learning Outcomes
Upon completion of this area of emphasis, the successful student should be able to:
1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate abreadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. emonstrate an ability to apply the theories and principles of hu mandevelopment,humaninteraction,culturaldiversity,and global awareness to their everyday lives.

The student must complete 18 units of study across a minimum of three disciplines listed below with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.
Included Disciplines and Courses
Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30
Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25
Anthropology (ANT): 1, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10, 21
Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13
Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40 42, 43, 47
Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10
Geography (GEG): 2, 3, 4, 6
Guidance (GUI): 47, 48
History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 21, 22, 35, 1H
Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19
Library Science (LIB): 1
Political Science(POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14
Psychology (PSY): 1, 1H, 2, 8, 9, 33, 35, 48, 50
Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 25, 48

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

Math and Science
MAS493/MAA493B/MAA493C
These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. Courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization

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

Program Learning Outcomes
Students possessing an Associate Degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:
1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypotheses.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

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

Included Disciplines and Courses
Required Courses (Take one course in each of the three categories, including one course with a lab):
Mathematics (MAT): 1A, 4, 5, 10, 11, 12, 12H, 25
Physical Sciences: Astronomy (AST) 1A
Chemistry (CHE) 1A, 1AH, 2A, 3, 10
Geography (GEG) 1, 1H, 1L
Geology (GEO) 1, 1L, 3
Oceanography (OCE) 1
Physical Science (PHS) 1
Physics (PHY) 2A, 4A
Life Sciences: Biology (BIO) 50A (Formerly Anatomy (AMY-2A)
Biology (BIO) 1, 1H, 2A, 5, 7, 8, 9, 10, 18, (Formerly BIO-34), 19 (Formerly BIO-36), 20, 50A (Formerly AMY-2A), 55 (Formerly MIC-1), 60 (Formerly BIO-11), 60H (Formerly BIO-11H)

Elective Courses (The remaining units may be taken from any of the following courses):
Anthropology (ANT): 1, 1H
Astronomy (AST): 1A, 1B
Biology (BIO): 1, 1H, 2A, 2B, 3, 4 (Formerly BIO-17), 5, 6, 7, 8, 9, 10, 14, 15 16 (Formerly BIO-30), 18 (Formerly BIO-34), 19 (Formerly BIO-36), 20, 31A, 31B, 31C, 31D, 31E, 40, 45 (Formerly AMY-10), 36, 55 (Formerly MIC-1), 60 (Formerly BIO-60), 60H (Formerly BIO-11H), 61 (Formerly BIO-12)
Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17
Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C
Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C
Electronics (ELE): 23, 24, 25
Engineering (ENE): 10, 21, 22, 23, 27, 28, 30, 35
Geography (GEG): 1, 1L, 1H, 5
Geology (GEO): 1, 1L, 1B, 3
Health Science (HES): 1 (BIO-35)
Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36
Oceanography (OCE): 1, 1L
Physical Science (PHS): 1, 5
Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11
Psychology (PSY): 2

A course may only be counted once.

Degree Change ALERT

The Health Education and Self Development requirements for the associate degree previously outlined as section VII. Additional Degree Requirements will no longer be in effect, beginning in fall 2016. Health Education and Self Development components will now be required only for Plan A as outlined in the new Area E Plans B and C will no longer require Health Education and Self Development components. In addition, the residency requirement for all associate degrees has changed to 12 units.

Scholastic Honors at Commencement

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

Dean's List

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular dean's list) will be recognized by a letter from the dean of Instruction.

Standards of Conduct

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

Grading System

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

Military Withdrawal

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

Students should refer to WebAdvisor for withdrawal deadlines.

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

Grade Points

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

Grade Changes

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

Extenuating Circumstances Petition

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

Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:
- Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
- Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
- When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
- With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20 percet of the course has been completed.

- With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
- No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
- Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
- The audit fee is $15 per unit. Students enrolled in 10 or more semester units may audit an additional 3 units free (may be 3 one-unit courses). The $15 per unit audit fee will automatically be charged if the student drops below 10 units.

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

Pass/No Pass Classes

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

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

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

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which NP is recorded are considered in probation and dismissal procedures. Students should consult with a counselor before changing the grading option on a course. Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

Final Examinations - Final Grades

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

ADVANCED PLACEMENT (AP)

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

Students who have successfully completed AP exams with scores of 3, 4 or 5 may earn credit towards GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. Please refer to the RCCD AP Credit Chart for specific information on how AP credits

GRADUATION REQUIREMENTS

are applied to each of these categories. Official AP Scores must be sent to the Admissions and Records office for official evaluation. Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution. For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive. (Example: English 1B subject credit awarded through an AP exam may not be used to satisfy the Critical Thinking requirement in IGETC Area 1B or in CSU GE Area A3.)

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

International Baccalaureate (IB) Credit
IB Higher Level exam scores of 5, 6, or 7 may be used to satisfy CSU GE and IGETC area requirements as determined by the CSU and UC. Please refer to the IB Chart. RCCD does not offer prerequisite or subject credit for IB exams at this time.

Duplication of AP/IB and College Courses
Students, please be advised that college courses taken before or while attending an District college may duplicate IB or AP examinations. If an IB or AP exam duplicates a college course or vice versa, a student will be awarded credit for only one.

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

2018-19 RCCD International Baccalaureate (IB) Examination Chart							
IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Biology HL	5,6,7	3	Natural Sciences	3 semester units toward area B2	6	3 semester units toward area 5B	5.3
IB Chemistry HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Economics HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB Geography HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB History (any region) HL	5,6,7	3	Humanities or Social Behavioral Sciences	3 semester units toward area C2 or D	6	3 semester units toward area 3B or 4	5.3
IB Language A: Literature (any language except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Language and Literature (any language, except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language, except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language A: Language and Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A

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2018-2019 RCCD Advanced Placement (AP) Examination Credit Chart

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

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Computer Science A	3,4,5	CIS/CSC Elective	3	N/A	N/A	3 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	1.3 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
Computer Science AB	3,4,5	CIS/CSC Elective	3	N/A	N/A	6 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	2.7 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
English Language and Composition	3,4,5	English 1A	4	Language and Rationality	3 semester units toward Area A2	6	3 semester units toward Area 1A	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
English Literature and Composition	3,4,5	English 1A and English Literature Elective (Elective units may be used towards AOEs in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.)	4+3	Language and Rationality and Humanities	6 semester units toward Area A2 and C2	6	3 semester units toward Area 1A or 3B	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
Environmental Science -Exam taken prior to Fall 2009	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3 or Area B2 and B3	4	3 semester units toward Area 5A and 5C	2.7
Environmental Science -Exam taken Fall 2009 or later	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3	4	3 semester units toward Area 5A and 5C	2.7

GRADUATION REQUIREMENTS

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
European History	3,4,5	History 5	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3
French Language -Exam taken prior to 2009	3,4,5	French 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language -Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.	3,4,5	French 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language and Culture	3,4,5	French 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Literature -Exam offered until 2009	3, 4, 5	French Elective	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language -Exam taken prior to Fall 2009	3,4,5	German 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language -Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.	3,4,5	German 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language and Culture	3,4,5	German 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Human Geography	3,4,5	Geography 2	3	Social Behavioral Sciences	3 semester units toward Area D5	3	3 semester units toward Area 4	2.7
Italian Language and Culture	3,4,5	Italian 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Japanese Language and Culture	3,4,5	Japanese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Latin Literature -Exam offered until 2009	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	2.7
Latin Vergil -Exam offered until 2012	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Macroeconomics	3,4,5	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Microeconomics	3,4,5	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Music Theory -Exam taken prior to Fall 2009	3 / 4,5	Music Elective / Music 3	3 / 4	Humanities	3 semester units toward Area C1	6	N/A	5.3
Music Theory -Exam taken Fall 2009 or later	3 / 4,5	Music Elective / Music 3	3 / 4	Humanities	N/A	6	N/A	5.3
Physics 1	3,4,5	Physics 10 and 11 (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)

GRADUATION REQUIREMENTS

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics 2	3,4,5	**Physics 10 and 11** (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B *-Exam taken prior to Fall 2009*	3,4,5	**Physics 2A and 2B**	4+4	Natural Sciences	6 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B *-Exam taken between Fall 2009 and 2014. Exam offered until 2014.*	3,4,5	**Physics 2A and 2B**	4+4	Natural Sciences	4 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics C: Mechanics	3,4,5	**Physics 4A**	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics C: Electricity and Magnetism	3,4,5	Physics 4B	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)
Psychology	3,4,5	Psychology 1	3	Social Behavioral Sciences	3 semester units toward Area D9	3	3 semester units toward Area 4	2.7
Seminar	3,4,5	No Equivalent Course	N/A	N/A	N/A	3	N/A	N/A
Spanish Language -Exam was offered until 2014	3,4,5	Spanish 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Language and Culture	3,4,5	Spanish 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature -Exam was offered until 2013	3,4,5	Spanish Elective	3	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature and Culture	3,4,5	Spanish Elective	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Statistics	3,4,5	Math 12	4	Language and Rationality	3 semester units toward Area B4	3	3 semester units toward Area 2A	2.7
Studio Art: 2D Design	3,4,5	Art 22 (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)

GRADUATION REQUIREMENTS

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Studio Art: 3D Design	3,4,5	**Art 24** (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
Studio Art: Drawing	3,4,5	**Art 17** (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
U.S. Government & Politics	3,4,5	**Political Science 1**	3	American Institutions	3 semester units toward Area D8 and US-2	3	3 semester units toward Area 4 and US-2	2.7
U. S. History	3,4,5	**History 6 and 7**	3+3	American Institutions	3 semester units toward Area C2 or D6 and US-1	6	3 semester units toward Area 3B or 4 and US-1	5.3
World History	3,4,5	**History 1 and 2**	3+3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3

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

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

-The UC system-wide Policy for AP credit (units towards admission and towards IGETC) can be found at:
http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf

-The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at:
http://www.calstate.edu/acadaff/codedmemos/AA-2015-19.pdf

-2017 IGETC Standards Version 1.8
http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201_8%20final%20version.doc.pdf

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

CREDIT BY EXAMINATION

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

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed 12 units or more of work at Riverside Community College District with an overall grade point average of 2.0 "C". The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions with consultation and review by the Office of Educational Services.

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

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

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

Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans Administration Benefits or eligibility purposes.

The student's academic record will be clearly annotated to reflect that credit was earned by examination.

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

Credit for College-Level Examination Program (CLEP)

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

Military Credit

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, correspondence courses, internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam. Contact Evaluations, (951) 571-6407.

GRADUATION REQUIREMENTS

2018-2019 RCCD College-Level Examination Program (CLEP) Credit Chart

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
American Government	50	**Political Science 1**	3	American Institutions	3 semester units toward Area D	3
American Literature	50	**English Literature Elective**	3	Humanities	3 semester units toward Area C2	3
Analyzing and Interpreting Literature	50	**English Literature Elective**	3	Humanities	3 semester units toward Area C2	3
Biology	50	**Biology 10**	3	Natural Sciences	3 semester units toward Area B2	3
Calculus	50	**Math 1A**	4	Language and Rationality	3 semester units toward Area B4	3
Chemistry	50	**Chemistry 10**	3	Natural Sciences	3 semester units toward Area B1	3
College Algebra	50	**Math 11**	4	Language and Rationality	3 semester units toward Area B4	3
College Composition	50	**English 1A and Elective**	4+4	Language and Rationality	N/A	N/A
College Composition-Modular	50	**No Equivalent Course**	N/A	N/A	N/A	N/A
College Mathematics	50	**Math 25 and Elective**	3+3	Language and Rationality	N/A	N/A
English Literature *-Exam taken prior to Fall 2011*	50	**English Literature Elective**	3	Humanities	3 semester units toward Area C2	3
English Literature *-Exam taken Fall 2011 or later*	50	**English Literature Elective**	3	Humanities	N/A	3
Financial Accounting	50	**No Equivalent Course**	N/A	N/A	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
French Language Level I	50	**French 1 and 2**	*5+5*	Humanities	N/A	6
French Language Level II *-Exam taken prior to Fall 2015*	59	**French 1, 2, 3 and 4**	5+5+5+5	Humanities	3 semester units toward Area C2	12
French Language Level II *-Exam taken Fall 2015 or later*	59	**French 1, 2, 3 and 4**	5+5+5+5	Humanities	3 semester units toward Area C2	9
German Language Level I	50	**German 1 and 2**	*5+5*	Humanities	N/A	6
German Language Level II *-Exam taken prior to Fall 2015*	60	**German 1, 2, and 3**	5+5+5	Humanities	3 semester units toward Area C2	12
German Language Level II *-Exam taken Fall 2015 or later*	60	**German 1, 2, and 3**	5+5+5	Humanities	3 semester units toward Area C2	9
History of the United States I	50	**History 6**	3	American Institutions	3 semester units toward Area D and US-1	3
History of the United States II	50	**History 7**	3	American Institutions	3 semester units toward Area D and US-1	3
Human Growth and Development	50	**No Equivalent Course**	N/A	N/A	3 semester units toward Area E	3
Humanities	50	**Humanities Elective**	3	Humanities	3 semester units toward Area C2	3
Information Systems and Computer Applications	50	**Computer Information Systems 1A**	3	Language and Rationality	N/A	3

GRADUATION REQUIREMENTS

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Introduction to Educational Psychology	50	No Equivalent Course	N/A	N/A	N/A	3
Introductory Business Law	50	Business Elective	3	N/A	N/A	3
Introductory Psychology	50	No Equivalent Course	N/A	N/A	3 semester units toward Area D	3
Introductory Sociology	50	Sociology 1	3	Social Behavioral Sciences	3 semester units toward Area D	3
Natural Sciences	50	Life Science and Physical Science Elective	3+3	Natural Sciences	3 semester units toward Area B1 or B2	3
Pre-Calculus	50	No Equivalent Course	N/A	N/A	3 semester units toward Area B4	3
Principles of Accounting	50	No Equivalent Course	N/A	N/A	N/A	3
Principles of Macroeconomics	50	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D	3
Principles of Management	50	Management 44	3	N/A	N/A	3
Principles of Marketing	50	Marketing 20	3	N/A	N/A	3
Principles of Microeconomics	50	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D	3
Social Sciences and History	50	Social Science and History Elective	3+3	Social Behavioral Sciences	N/A	N/A

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Spanish Language Level I	50	**Spanish 1**	5	Humanities	N/A	6
Spanish Language Level II *-Exam taken prior to Fall 2015*	63	**Spanish 1 and 2**	5+5	Humanities	3 semester units toward Area C2	12
Spanish Language Level II *-Exam taken Fall 2015 or later*	63	**Spanish 1 and 2**	5+5	Humanities	3 semester units toward Area C2	9
Trigonometry *-Exam taken prior to Fall 2006*	50	**Math 36**	4	Language and Rationality	3 semester units toward Area B4	3
Western Civilization I: Ancient Near East to 1648	50	**History 4**	3	Humanities or Social Behavioral Sciences	3 semester units toward Area C2 or D	3
Western Civilization II: 1648 to Present	50	**History 5**	3	Humanities or Social Behavioral Sciences	3 semester units toward area D	3

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

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

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

GRADUATION REQUIREMENTS

Section IV

REQUIREMENTS FOR COLLEGE TRANSFER

CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

University of California (UC)
UC Website: www.universityofcalifornia.edu
- UC, Berkeley
- UC, Davis
- UC, Irvine
- UC, Los Angeles
- UC, Merced
- UC, Riverside
- UC, San Diego
- UC, San Francisco
- UC, Santa Barbara
- UC, Santa Cruz

UNIVERSITY OF CALIFORNIA CAMPUSES

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

CALIFORNIA STATE UNIVERSITY CAMPUSES

- Humbolt
- Chico
- Sonoma
- Sacramento
- Maritime
- San Francisco
- East Bay
- San Jose
- Stanislaus
- Fresno
- Monterey Bay
- Bakersfield
- San Luis Obispo
- Channel Islands
- Northridge
- Los Angeles
- Pomona
- Dominguez Hills
- Long Beach
- San Bernardino
- Fullerton
- San Marcos
- San Diego

California State University (CSU)
CSU Website: www2.calstate.edu
- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Domingues Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- Humbolt State University
- San Diego State University
- San Francisco State University
- San Jose State University

REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR INSTITUTION

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

CALIFORNIA STATE UNIVERSITY (CSU)

CSU Minimum Admissions Requirements

Upper division transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 CSU-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.0 GPA. GPA requirements may be significantly higher if the campus or the major is impacted.
3. Complete at least 30 semester units (or 45 quarter units of courses equivalent to general education requirements with grades of "C" or better. The 30 units must include the "Golden Four" (Area A-1: Oral Communication; Area A-2: Written Communication; Area A-3: Critical Thinking; and at least one course of at least 3 semester units (or 4 quarter units) in Area B-4: Mathematics/Quantitative reasoning).

It is highly recommended that students complete either the CSU GE or IGETC certification pattern prior to transferring to the CSU system.

CSU GE CERTIFICATION

The California State University system requires that 48 semester units of general education must be completed to be eligible for a bachelor's degree. Nine of these units are upper-division (junior/senior level) and are to be taken at the CSU campus after transfer. Moreno Valley College can certify 39 or these units as having met all of the lower division (freshman/sophomore level) general education requirements. Although it is not an admission requirement, it is to the student's advantage to complete all areas of the general education pattern and have them certified. Full certification by the community college will be accepted without the need to take additional lower-division general education courses at the CSU campus. Advanced Placement (AP) test credit, certain CLEP exams, and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some CSU GE requirements. Coursework must be evaluated through the office of evaluations or by the Moreno Valley College articulation officer. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

UNIVERSITY OF CALIFORNIA (UC)

UC Minimum Admission Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

1. Complete a minimum of 60 UC-transferable semester units or 90 transferable quarter units.
2. Obtain a minimum 2.4 GPA (2.8 for California non-residents). At many UC campuses, admission is competitive and the required GPA can be significantly   higher.
3. Complete the following course pattern with a grade of "C" or better in each course:
- Complete two transferable college courses in English Composition (3 semester units or 4-5 quarter units each).
- Complete one transferable course in mathematical concepts and quantitative reasoning (3 semester or 4-5 quarter units).
- Complete four transferable college courses (3 semester or 4-5 quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

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

IGETC CERTIFICATION

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) System without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Courses used for IGETC certification must be completed with grades of "C" or better and must be a minimum of 3 semester or 4-5 quarter units. **Grades of "C-" are not acceptable.** A course cannot be certified unless it was on the IGETC list during the year when it was taken. Students beginning in Fall 2018 must follow the 2018-2019 IGETC requirements. Advanced Placement (AP) test credit and coursework completed at regionally accredited U.S. colleges and universities may be used to fulfill some IGETC requirements. Coursework must be evaluated through the office of evaluations or by the Moreno Valley College articulation officer. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

PARTIAL IGETC CERTIFICATION

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

REQUIREMENTS FOR COLLEGE TRANSFER

UC IGETC LIMITATION

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

HOW TO REQUEST CERTIFICATION

Students can apply for IGETC or CSU GE certification at the last community college attended prior to transfer. Students can request IGETC or CSU GE certification on the transcript request form found in the Moreno Valley College admissions and records department or through their WebAdvisor account. Partial IGETC certification is completed by the college's articulation officer.

MAJOR PREPARATION COURSES FOR TRANSFER

For each major at a four-year institution, there are lower-division (freshman and sophomore level) major preparation requirements. Students should complete as many lower-division major courses as possible prior to transfer. Each four-year university has its own programs and major requirements. It is recommended that students see a counselor, on a regular basis, to determine the courses needed to transfer to CSU, UC or a private university.

ASSIST

Major preparation courses for CSU and UC campuses can be found on ASSIST (www.assist.org). ASSIST is an online student-transfer information system that shows how course credits earned at a California Community College can be applied when transferred to a CSU or UC campus.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

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

PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has a unique set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, students can meet with a counselor to see if Moreno Valley College has an articulation agreement with the school of interest. Some private and out-of-state universities do accept the CSU GE or IGETC pattern. Students should check with a counselor to see if this is the case with a school interest. If there is no articulation agreement with the school, students may need to contact the school's admissions office for more information. After researching the transfer admission requirements, students are encouraged to follow up with a Moreno Valley College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private four-year institutions in California. Their website can be accessed at www.aiccu.edu.

ASSOCIATE DEGREES FOR TRANSFER (ADT)

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

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Moreno Valley College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to: http://degreewithguarantee.com/.

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

Anthropology   (CSUGE) MAA616
(IGETC) MAA618

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

Program Learning Outcomes

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

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

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

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

List C: Choose a minimum of 3 units from the following: Units

ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3

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

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

Biology

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

Program Learning Outcomes

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

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

Required Courses (32 units)		Units
BIO-60*/60H*		
(Formerly BIO-11/11H)*		
	Introduction to Molecular and Cellular Biology/Honors	5
BIO-61*(Formerly BIO-12)		
	Introduction to Organismal and Population Biology	5
CHE-1A*/1AH*	General Chemistry I/Honors	5
CHE-1B*/1BH*	General Chemistry II/Honors	5
MAT-1A*	Calculus I	4
PHY-4A*	Mechanics A	4
PHY-4B*	Electricity and Magnetism	4

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

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

Business Administration

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

Program Learning Outcomes

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

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

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

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

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

Communication Studies

(CSUGE) MAA587
(IGETC) MAA588

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

Program Learning Outcomes

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

Required Courses (18-19 units)		Units
COM-1*/1H*	Public Speaking/Honors	3
COM-9*/9H*	Interpersonal Communication/Honors	3
Electives from Group A		3
Electives from Group B		6
Electives from Group C		3-4

Electives Group A (3 units)		Units
COM-2*	Persuasion in Rhetorical Perspective	3
COM-3*	Argumentation and Debate	3
COM-6*	Dynamics of Small Group Communication	3

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

Electives Group C (3-4 units)		Units
Any COM course not applied in group A or B above		
COM-13*	Gender and Communication	3
ANT-2*/2H*	Cultural Anthropology/Honors	3
JOU-7*	Mass Communications	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3

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

Associate Degree for Transfer in Communication Studies will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Computer Science

(IGETC) MAS650

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

Program Learning Outcomes

Upon successful completion of this program, students should be able to:
- Write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- Write and execute programs in assembly language illustrating typical mathematical and business applications.
- Demonstrate different traversal methods of trees and graphs.

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

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

Associate Degree for Transfer in Computer Science will be awarded upon completion of 60 California State University (CSU)

transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

Early Childhood Education

(CSUGE) MAS529

(IGETC) MAS530

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

Program Learning Outcomes

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

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

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

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

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

English

(CSUGE) MAA648

(IGETC) MAA649

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

Program Learning Outcomes

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

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

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

List A Choose two courses from the following (6 units):		Units
ENG-6*	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7*	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14*	American Literature I: Pre-Contact through Civil War	3
ENG-15*	American Literature II: 1860 to the Present	3
ENG-40*	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41*	World Literature II: Seventeenth Century Through the Present	3

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

List C Choose one course from the following (3 units)		Units
Any course from List A and List B not already used		
COM-7	Oral Interpretation of Literature	3
ENG-9*	Introduction to Shakespeare	3

ENG-10	Special Studies in Literature	3
ENG-20*	Survey of African American Literature	3
ENG/HUM-23*	The Bible as Literature	3
ENG-25*	Latino Literature of the United States	3
ENG-30*	Children's Literature	3
ENG-35*	Images of Women in Literature	3
JOU-1	Introduction to Journalism	3
JOU-20A	Newspaper: Beginning	3

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

Associate Degree for Transfer in English will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

History

(CSUGE) MAA744
(IGETC) MAA745

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

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Describe, explain, and evaluate historical information and demonstrate an understanding of the nature of historical processes.
- Identify and analyze the sources of historical information and research methodologies.
- Objectively explain critical issues in history and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately.
- Employ a variety of current historical methodologies in the research, analysis and evaluation of data.
- Comprehend and demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

Required Courses (18 units)		Units
HIS-6*/6H*	Political and Social History of the United States/Honors	3
HIS-7*/7H*	Political and Social History of the United States/Honors	3

List A Choose two courses from the following:

HIS-1*/1H* or	History of World Civilizations I/Honors	3
HIS-4*	History of Western Civilization I	3
HIS-2*/2H* or	History of World Civilizations II/Honors	3
HIS-5*	History of Western Civilization II	3

List B Choose one course from each group:

Group 1

HIS-1*/1H*	History of World Civilizations I/Honors (If not used in List A)	3
HIS-2*/2H*	History of World Civilizations II/Honors (If not used in List A)	3
HIS-14*	African American History I	3
HIS-15*	African American History II	3
HIS-34*	History of Women in America	3

Group 2

ANT-1* ANT-1H	Physical Anthropology/Honors	3
ANT-2* ANT-2H	Cultural Anthropology/Honors	3
ART-1* ART-1H	History of Western Art: Prehistoric, Ancient, and Medieval/Honors	3
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
HIS-11*	Military History of the United States to 1900	3
HIS-12*	Military History of the United States Since 1900	3
HIS-26*	History of California	3
HUM-4*/4H*	Arts and Ideas: Ancient World Through the Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-4*/4H*	Introduction to World Politics/Honors	3
PSY-1*	General Psychology	3
PSY-1H	Honors General Psychology	
SOC-1*	Introduction to Sociology	3
SOC-1H	Honors Introduction to Sociology	
SOC-2*	American Social Programs	3
SOC-10*	Race and Ethnic Relations	3

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

Associate Degree for Transfer in History will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Mathematics

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

Program Learning Outcomes

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

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

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

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

Group B		Units
PHY-4A*	Mechanics	4
CIS-5	Programming Concepts and Methodology I: C++	4

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

Associate Degree for Transfer in Mathematics will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Music

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

Program Learning Outcomes

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

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

Required Courses (24 units)		Units
Theory (16 units):		
MUS-3*	Fundamentals of Music	4
MUS-4*	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

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

MUS-87	Applied Music Training (1 unit/4 semester)	4

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

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

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

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

(1) Music Appreciation/History/Literature:—counts in CSU GE Area C1 (one or two classes allowed/recommended)
MUS 19, Music Appreciation, 3 units
MUS 20, Great Composers and Masterpieces of Music Before 1820, 3 units
MUS 21, Great Composers and Masterpieces of Music After 1820, 3 units
MUS 22, Survey of Music Literature, 3 units

(2) Colleges must require keyboard proficiency by exam. Keyboard Proficiency: 1-4 units (required placement exam to exit the College and evaluation upon entry at the transfer institution). For students with no previous keyboard experience: "MUS 32 family"
MUS 32 A, Class Piano I—1 unit
MUS 32 B, Class Piano II—1 unit
MUS 32 C, Class Piano III—1 unit
MUS 32 D, Class Piano IV—1 unit
MUS 53 Keyboard Proficiency—1 unit

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

Philosophy

(CSUGE) MAA715
(IGETC) MAA717

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

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

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

List A Take 3 units from the following:		
PHI-11*	Critical Thinking	3
HIS-4*	History of Western Civilization I	3
HIS-5*	History of Western Civilization II	3

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

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

Associate Degree for Transfer in Philosophy will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Political Science

(CSUGE) MAA754
(IGETC) MAA755

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

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

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

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

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

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

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

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

Associate Degree for Transfer in Political Science will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Psychology

(CSUGE) MAA566

(IGETC) MAA568

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

Program Learning Outcomes:

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

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

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

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

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

Associate Degree for Transfer in Psychology will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Sociology

(CSUGE) MAA695

(IGETC) MAA696

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

Program Learning Outcomes

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

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

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

Electives Group A (6-7 units)		Units
MAT-12*/12H*	Statistics/Honors	4
SOC-2*	American Social Problems	3
SOC-50*	Introduction to Social Research Methods	3

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

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

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

Associate Degree for Transfer in Sociology will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

Spanish

(CSUGE) MAA707
(IGETC) MAA708

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

Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own

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

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

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

Associate Degree for Transfer in Spanish will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of "C" or better.

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

ANT-2	Introduction to Cultural Anthropology	CSU Area D
ANT-8	Introduction to Language and Culture	CSU Area D
ART-13	Pre-Columbian Art History	CSU Area C1
ART-14	Latin American Art: Colonial to the Present	CSU Area C1
COM-12	Intercultural Communication	CSU Area D
ENG-25	Latino Literature of the United States	CSU Area C2
GEG-2	Introduction to Human Geography	CSU Area D
HIS-31	Chicano/a or U.S. Latino History	CSU Area C2 or D
SOC-1/1H	Introduction to Sociology	CSU Area D
SOC-10	Introduction to Race & Ethnicity	CSU Area D

Studio Arts

(CSUGE) MAA693
(IGETC) MAA694

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

Program Learning Outcomes

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

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

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

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

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

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

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

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

Moreno Valley College
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2018-2019
The courses listed below will fulfill the lower division general education requirements for all CSU campuses.

To obtain a Bachelor's degree from a CSU campus, a student must complete 48 units of general education. A community college can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining 9 units of upper-division general education coursework are to be taken at the CSU campus after transfer. Note: Moreno Valley College, Riverside City College and Norco College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.

A. **English Language Communication and Critical Thinking (min. 9 semester units) – Select one course from each group:**
Grades of "C" or better are required.

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

A-2: Written Communication:
ENG-1A English Composition or
ENG-1AH Honors English Composition

A-3: Critical Thinking:
COM-3 Argumentation and Debate
ENG-1B or 1BH Critical Thinking and Writing
PHI-11 Critical Thinking

PHI-32 Introduction to Symbolic Logic (Same as MAT-32)
REA-4 Critical Reading as Critical Thinking

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

B-1: Physical Science:
AST-1A Introduction to the Solar System
AST-1B Introduction to the Stars & Galaxies
CHE-1A General Chemistry I
CHE-1AH Honors General Chemistry I
CHE-1B General Chemistry II
CHE-1BH Honors General Chemistry II
CHE-2A Introductory Chemistry I
CHE-2B Introductory Chemistry II

GEG-1 or 1H Physical Geography
GEG-1L Physical Geography Lab
(GEG-IL has a Corequisite of GEG-1 or 1H)
PHS-1 Introduction to Physical Science
PHY-4A Mechanics
PHY-4B Electricity and Magnetism
PHY-4C Heat, Light and Waves
PHY-4D Modern Physics

PHY-10 Intro General Physics
PHY-11 Physics Lab (PHY-11 has a Corequisite of PHY-10)

B-2: Life Science:
ANT-1/1L or 1H/1L Physical Anthropology
BIO-1 or 1H General Biology
BIO-4 Human Biology(Formerly BIO-17)
BIO-18 Human Genetics(Formerly BIO-34)
BIO -45 Survey of Human A and P (Formerly AMY-10)

BIO-50A Anatomy and Physiology I
(Formerly AMY-2A)
BIO-50B Anatomy and Physiology II
(Formerly AMY-2B)
BIO-55 Microbiology (Formerly MIC-1)

BIO-60 or 60H Intro. to Molecular and Cell (Formerly BIO-11/11H)
BIO-61 Intro. to Organismal and Population (Formerly BIO-12)
PSY-2 Biological Psychology

B-3: Laboratory Activity:

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

B-4: Mathematics/Quantitative Reasoning (Grade of "C" or better is required):
MAT-1A Calculus I
MAT-1B Calculus II
MAT-1C Calculus III
MAT-2 Differential Equations

MAT-3 Linear Algebra
MAT-10 Pre-Calculus
MAT-11 College Algebra
MAT-12 Statistics

MAT-26 Math for Elementary Teachers
MAT-36 Trigonometry
PSY-48 Statistics for the Behavioral Sciences
SOC-48 Statistics for the Behavioral Sciences

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

C-1: Arts:
ART-1 History of West Art: Prehistoric
ART-2 History of Western Art: Renass
ART-5 History of Non Western Art
ART-6 or 6H Art Appreciation
ART-7 Women Artists in History
ART-9 African Art History
ART-12 Asian Art History
Art-13 Pre-Columbian Art History
ART-14 Latin American Art

COM-7 Oral Interptation of Literature
DAN-6 Dance Appreciation
FST-1 Introduction to Film Studies
FST-3 Introduction to International Cinema
FST-4 Introduction to Film Genres
FST-5 Fiction and Film: Adaptation
MUS-3 Fundamentals of Music
MUS-4 Music Theory I

MUS-19 or 19H Music Appreciation

MUS-20 Great Composers & Music Mast
MUS-21 Great Composers & Music Mast
MUS-22 Survey of Music Literature
MUS-23-History of Rock and Roll
MUS-25 Jazz Appreciation
MUS-26 Film Music Appreciation
THE-3 Introduction to the Theater

C-2: Humanities:
AML-1 American Sign Language 1
AML-2 American Sign Language 2
COM-7 Oral Interptation of Literature
ENG-1B Critical Thinking and Writing
ENG-1BH Honors Critical Thinking ENG-6
British Lit I: AS to18th Century

ENG-7 British Lit II: Romantism
ENG-9 Introduction to Shakespeare
ENG-11 Creative Writing
ENG-14 American Literature I: Pre-
ENG-15 American Literature II: 1860 to
ENG-16 Introduction to Linguistics

ENG-20 African American Literature
ENG-23 The Bible as Literature
ENG-25 Latino Literature of the U.S
ENG-30 Children's Literature
ENG-35 Images of Women in Literature
ENG-40 World Lit I:Ancient Lit through 1650

C-2: Humanities Continued:

ENG-41 World Lit II: 1650 C.E. through the
ENG-48 Short Story and Novel 20th Century
FST-5 Fiction and Film: Adaptation
HIS-1 History of World Civilizations I
HIS-2 History of World Civilization II
HIS-4 History of the Western Civilization I
HIS-5 History of the Western Civilization II
HIS-6 or 6H US History
HIS-7 or 7H US History
HIS-11 Military History of the US
HIS-12 Military History of the US since
HIS-14 African American History I
HIS-15 African American History II
HIS-21 History of Ancient Greece
HIS-22 History of Ancient Rome

HIS-26 History of California
HIS-31 Introduction to Chicano Studies
HIS-34 History of Women in America
HIS-35 History of England
HUM-4 Arts and Ideas: Ancient World
HUM- 4H Honors Arts and Ideas:
HUM-5 Arts and Ideas:
HUM-5H Honors Arts and Ideas:
HUM-8 Introduction to Mythology
HUM-10 World Religions or
HUM-10H Honors World Religions
HUM-23 The Bible as Literature
HUM-35 Philosophy of Religion

MAT-32 Introduction to Symbolic Logic
PHI-10/10H Introduction to Philosophy
PHI-12 Introduction to Ethics
PHI-15 Bio-Medical Ethics
PHI-32 Introduction to Symbolic Logi
PHI-35 Philosophy of Religion
SPA-1 Spanish 1
SPA-1H Honors Spanish 1
SPA-2 Spanish 2
SPA-2H Honors Spanish 2
SPA-3 Spanish 3
SPA-3N Spanish for Spanish Speakers
SPA-4 Spanish 4
SPA-8 Intermediate Conversation
SPA-11 Spanish Culture and Civil
SPA-12 Latin American Culture

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

ADJ-3 Concepts of Criminal Law
ANT-2 or 2H Cultural Anthropology
ANT-3 Prehistoric Cultures
ANT-4 Native American Cultures
ANT-5 Cultures of Ancient Mexico
ANT-6 Introduction to Archaeology
ANT-7 Anthropology of Religion
ANT-8 Language and Culture
COM-9 Interpersonal Communication or
COM-9H Honors Interpersonal Comm.
COM-12 Intercultural Communication
COM-13 Gender Communication
EAR-20 Child Growth and Development
EAR-42 Child, Family, and Community
ECO-4 Introduction to Economics
ECO-5 Economics of the Environment
ECO-6 Introduction to Political Economy
ECO-7 or 7H Principles of Macro
ECO-8 or 8H Principles of Micro

GEG-3 World Regional Geography
HIS-1 History of World Civilizations I
HIS-2 History of World Civilizations II
HIS-4 History of Western Civilizations I
HIS-5 History of Western Civilizations II
HIS-6 Political and Social History of the US
HIS-6H Honors Political and Social History US
HIS-7 Political and Social History of the U.S.
HIS-7H Honors Political and Social History US
HIS-11 Military History of the US to 1900
HIS-12 Military History of the US since
HIS-14 African American History I
HIS-15 African American History II
HIS-21 History of Ancient Greece
HIS-22 History of Ancient Rome
HIS-26 History of California
HIS-31 Intro to Chicano/a Studies

HIS-34 History of Women in America
HIS-35 History of England
JOU-7 Mass Communications
POL-1 American Politics
POL-1H Honors American Politics
POL-2 or 2H Comparative Politics
POL-3 Intro to Politics
POL-4 or 4H Intro to World Politics
POL-5 The Law and Politics
POL-6 Introduction to Political Economy
POL-8 Administration and Policy Dev
POL-11 Political Theory
PSY-1 or 1H General Psychology (Honors)
PSY-8 Introduction to Social Psychology
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
PSY-35 Abnormal Psychology
PSY-50 Research Methods
SOC-1 Introduction to Sociology
SOC-2 American Social Problems
SOC-10 Race and Ethnic Relations
SOC-12 Marriage and Family Relations
SOC-20 Introduction to Criminology
SOC-50 Introduction to Social Research

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

BIO-16 Human Reproduction
(Formerly BIO-30)
DAN Activities (1 Unit)
EAR-20 Child Development
EAR- 42 Child, Family and Community
GUI-47 Career Exploration and Life Planning
GUI-48 College Success Strategies

BIO-35/HES-1 Health Science
KIN-4 Nutrition
KIN-10 Introduction to Kinesiology
KIN-35 Foundation for Fitness and Wellness

KIN Activities (1 Unit)
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
SOC-12 Marriage and Family Relations

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

Certification of Kinesiology and Dance activities is Maximum of 1 unit. Activity should be paired with GUI 48 for full area certification.

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

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

1. U.S. History (3 units)

HIS-6 or 6H Political & Social History of the U.S.
HIS-7 or 7H Political & Social History of the U.S.
HIS-11 or 12 Military History of the U.S 1 or II

HIS-14 or 15 African American History I or II
HIS-31 Intro to Chicano Studies
HIS-34 History of Women in America

2. Constitution and Government (3)

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

1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area
2. Upper division transfer students will need to complete a minimum of 60 transferable units, their "Golden 4" courses, and at least 30 units of general education.
3. "Golden 4 Courses" in Areas A-1, A-2, A-3, and B-4 must be completed with grades of "C" or better.
4. Some CSU campuses may require specific general education courses based upon the major. Check with a counselor to ensure proper academic planning.
5. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP
6. MVC's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

MVC 18-19Advising sheet CSUGE 5/29/18JH

Moreno Valley College
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2018-2019
FOR TRANSFER TO CSU AND UC

If you choose to follow the IGETC, you must complete it before you transfer; otherwise you will be required to satisfy the specific lower division general education requirements of the university or college of transfer. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. **Transfer students will receive IGETC certification after completing all of the subject areas below with a min. "C" grade or better (A grade of "C-" is not acceptable.)**

Area 1 - English Communication (min. 6-9 semester units)
CSU – 3 courses required; select one from each group
UC – 2 courses required; select one from group 1A and one from group 1B: All ADT degrees will require area 1C to be completed

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

1B - Critical Thinking – English Composition:
ENG-1B Critical Thinking and Writing or
ENG-1BH Honors Critical Thinking and Writing

1C - Oral Communication: (CSU requirement only)
COM-1 Public Speaking (Formerly SPE-1) or
COM-1H Honors Public Speaking (Formerly SPE-1H)
COM-2 Persuasion in Rhetorical Perspective

COM-6 Dynamics of Small Group Communication
COM-9 Interpersonal Communication (Formerly SPE-9) or
COM-9H Honors Interpersonal Communication

Area 2 – Mathematical Concepts and Quantitative Reasoning (min. 3 semester units) – select one course:
MAT-1A Calculus I
MAT-1B Calculus II
MAT-1C Calculus III

MAT-2 Differential Equations
MAT-3 Linear Algebra
MAT-10 Pre-Calculus
MAT-11 College Algebra

MAT-12 Statistics
PSY-48 Statistics for the Behavioral Sciences
SOC-48 Statistics for the Behavioral Sciences

Area 3 – Arts and Humanities (min. 9 semester units) –
Select three courses, with at least one course from the "Arts: and one course from the "Humanities": 3A
– Arts:

ART-1/1H History of Western Art: Prehistoric,
ART-2 History or Western Art: Renaissance
ART-5 History of Non-Western Art
ART-6 or 6H Art Appreciation
ART-7 Women Artists in History
ART-9 African Art History
ART-12 Asian Art History
ART-13 Pre-Columbian Art History

ART-14 Latin American Art History
DAN-6 Dance Appreciation
FST-1 Introduction to Film Studies
FST-3 Introduction to Int'l Cinema
FST-4 Introduction to Film Genres
FST-5 Fiction and Film: Adaptation
MUS-3 Fundamentals of Music
MUS-4 Music Theory I

MUS-19 or 19H Music Appreciation
MUS-20 Great Composers & Music I
MUS-21 Great Composers & Music II
MUS-22 Survey of Music Literature
MUS-23 History of Rock and Roll
MUS-25 Jazz Appreciation
MUS-26 Film Music Appreciation
THE-3 Introduction to the Theater

3B – Humanities:

COM-12 Intercultural Communication
ENG-6 British Literature I: Anglo-Saxon to 18th Century
ENG-7 British Literature II: Romanticism to Postmodernism
ENG-9 Introduction to Shakespeare
ENG-14 American Literature I: Pre-Contact to Civil War
ENG-15 American Literature II: 1860 to the Present
ENG-16 Introduction to Linguistics
ENG-20 African American Literature
ENG-23 The Bible as Literature
ENG-25 Latino Literature of the United States
ENG-30 Children's Literature
ENG-35 Images of Women in Literature
ENG-40 World Literature I: From Ancient through 1650
ENG-41 World Literature II: 1650 C.E. to the Present
ENG-48 Short Story and Novel from 20th Century to Present
HIS-1 History of World Civilizations I
HIS-2 History of World Civilizations II
HIS-4 History of Western Civilizations I
HIS-5 History of Western Civilizations II
HIS-6 or 6H Political and Social History of the U.S.
HIS-7 or 7H Political and Social History of the U.S.

HIS -11 Military History of the US to 1900
HIS-12 Military History of the US since 1900
HIS-14 African American History I
HIS -15 African American History II
HIS -21 History of Ancient Greece
HIS -22 History of Ancient Rome
HIS -26 History of California
HIS-31 Introduction to Chicano Studies
HIS-34 History of Women in America
HIS- 35 History of England

HUM-4 or 4H Arts and Ideas: Ancient World Through the Late Medieval Period

HUM-5 Arts and Ideas: The Renaissance through The Modern Era or
HUM-5H Honors Arts and Ideas The Renaissance Through the Modern Era

HUM-8 Introduction to Mythology

HUM-10 World Religions
HUM-10H Honors World Religions
HUM-23 The Bible as Literature
HUM-35 Philosophy of Religion
PHI-10   Introduction to Philosophy or
PHI-10H Honors Introduction to Philosophy
PHI-12 Introduction to Ethics:
Contemporary Moral Issues
PHI-35 Philosophy of Religion
SPA-2   Spanish 2
SPA-2H Honors Spanish 2
SPA-3   Spanish 3
SPA-3N Spanish for Spanish Speakers
SPA-4   Spanish 4
SPA-8 Intermediate Conversation
SPA-11 Spanish Culture and Civilization
SPA-12 Latin American Cultural and Civilization

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

ADJ-1 Intro to Administration of Justice
ADJ-3 Concepts of Criminal Law
ANT-1 Physical Anthropology
ANT-1H Honors Physical Anthropology
ANT-2 Cultural Anthropology
ANT-2H Honors Cultural Anthropology
ANT-3 Prehistoric Cultures
ANT-4 Native American Cultures
ANT-5 Cultures of Ancient Mexico
ANT-6 Introduction to Archaeology
ANT-7 Anthropology of Religion
ANT-8 Language and Culture
COM-12 Intercultural Communication
COM-13 Gender Communication
EAR-20 Child Development
ECO-4 Introduction to Economics
ECO-5 Economics of the Environment
ECO-6 Introduction to Political Economy
ECO-7 Principles of Macroeconomics or
ECO-7H Honors Principles of Macroeconomics
ECO-8 Principles of Microeconomics
ECO-8H Principals of Microeconomics Honors
JOU-7 Mass Communications
GEG-2 Human Geography
GEG-3 World Regional Geography

HIS-1 History of World Civilizations I
HIS-2 History of World Civilizations II
HIS-4 History of Western Civilization
HIS-5 History of Western Civilization
HIS-6 Political and Social History of the U. S
HIS-6H Honor Political and Social History
HIS-7 Political and Social History of the US
HIS-7H Honors Political and Social History

HIS-11 Military History of the US to 1900
HIS-12 Military History of the US since 1900
HIS-14 African American History
HIS- 15 African American History II
HIS- 21 History of Ancient Greece

HIS- 22 History of Ancient Rome
HIS- 26 History of California
HIS-31 Introduction to Chicano Studies
HIS-34 History of Women in America
HIS 35 History of England
POL-1 American Politics or
POL-1H Honors American Politics

POL-2 Comparative Politics
POL-2H Honors Comparative Politics
POL-3 Intro to Politics
POL-4 Introduction to World Politics or
POL-4H Honors Introduction to World Politics
POL-5 The law and Politics
POL-6 Introduction to Political Economy
POL-11 Political Theory PSY-1
General Psychology
PSY -1H Honors General Psychology

PSY-2 Biological Psychology
PSY-8 Introduction to Social Psychology
PSY-9 Developmental Psychology
PSY-33 Theories of Personality
PSY- 35 Abnormal Psychology
PSY-50 Research Methods in Psychology
SOC-1 Introduction to Sociology
SOC-2 American Social Problems
SOC-10 Race and Ethnic Relations
SOC-12 Marriage and Family Relations
SOC-20 Introduction to Criminology
SOC-50 Introduction to Social Research

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

5A – Physical Science:

AST-1A Introduction to Astronomy
AST-1B Introduction to the Stars
CHE-1A General Chemistry I
CHE-1AH Honor s General Chemistry I
CHE-1B General Chemistry II
CHE -1BH Honors General Chemistry II

CHE-2A Introductory Chemistry1
CHE-2B Introductory Chemistry 1 I
GEG-1 Physical Geography
GEG-1H Honors Physical Geography
GEG-1L Physical Geography Laboratory
(GEG-1Lhas a Co-requisite of GEG-1 or 1H)
PHS-1 Introduction to Physical Science

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

5B - Biological Science:

ANT-1or 1H , 1L; Physical Anthropology
BIO-1 or 1H General Biology
BIO-4 Human Biology (Formerly BIO-17)
BIO-18 Human Genetics (Formerly BIO-34)
BIO-45 Survey of Human Anatomy and Physiology
(Formerly AMY-10)

BIO-50A Anatomy and Physiology I(Formerly AMY-2A)
BIO-50B Anatomy and Physiology II(Formerly AMY-2B)
BIO-60 or 60H Introduction to Cellular Biology
(Formerly BIO-11/BIO-11H)

BIO -61 Introduction to Organismal and Population Biology (Formerly BIO-12)
BIO-55 Microbiology (Formerly MIC-1)

PSY-2 Biological Psychology

5C - Lab Science: This requirement is any one course from area 5A or 5B with a laboratory. Lab courses are underlined

Area 6 – Languages Other Than English (Select one course – UC requirement only):

6A:

AML-1 American Sign Language I
AML-2 American Sign Language II
SPA-1 Spanish 1

SPA-1H Honors Spanish 1
SPA-2 Spanish 2
SPA-2 H Honors Spanish 2

SPA-3 Spanish 3
SPA-3N Spanish For Spanish Speakers
SPA- 4 Spanish 4

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

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

Although this is not part of the IGETC, it is a CSU graduation requirement that you can complete at a community college before you transfer. Complete one from each area
Area 1) US History (3 Units) HIS-6 or 6H or 7 or 7H; HIS 11, 12, 14, 15, 31, 34; may also be used to partially fulfill area 3B or 4.
Area 2) Constitution and Government (3 Units) POL-1 or 1H may also be used to partially fulfill area 4.

IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend. For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations Note: Moreno Valley College, Riverside City College and Norco College are separate colleges and the courses that are approved for IGETC may vary. Students who wish to take courses at another institution and apply them towards IGETC should always first consult with a counselor to make sure the course will fulfill the intended requirement.
Notes:
1. Courses **cannot** be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.
2. UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.
3. Some of the UC campuses do not accept or recommend IGETC for certain majors, (*i.e.* Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution.
4. A score of 3, 4, or 5 on an Advanced Placement exam can be used to satisfy all areas on the IGETC except for the 1B- Critical Thinking-English Composition and 1C -Oral Communication requirements.
5. For upper division transfer, students must complete 60 UC transferable units.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR STEM

IGETC for STEM - Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower-division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Moreno Valley College, currently only ADT's in Biology allow IGETC for STEM.**

"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology would require:
Complete the following courses *before* **transfer:**
- All courses in Areas 1, 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

Complete the following courses *after* **transfer:**
- One remaining lower-division general education course in Area 3;*
- One remaining lower-division general education course in Area 4;* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.*

*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

Please consult with a Moreno Valley College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION FOR STEM

CSU GE for STEM - Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE for STEM, deferring two lower-division GE courses until after transfer. CSU GE for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Moreno Valley College, currently only the ADT in Biology allows CSU GE for STEM.**

"CSU GE Breadth for STEM" certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:
a. All courses in Areas A, B, and E of the traditional GE Breadth curriculum; and
b. One course in Area C1 Arts and one course in Area C2 Humanities; and
c. Two courses in Area D from two different disciplines.

Please consult with a Moreno Valley College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.

Section V

CURRICULAR PATTERNS

WORKSHOP COURSES

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

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a method of instruction that uses the cooperative efforts of school and community to help students develop an occupational understanding by actually working on a job and coordinating that work with the student's school program. It is an educational program that recognizes the learning that takes place on the job and awards college credit for the knowledge and skills gained. The on-the-job experience can be either paid or unpaid (volunteer) work.

The program consists of a one-hour weekly lecture and five to twenty hours per week on the job. The number of college units (credits) a student receives is determined based on the number of hours the student works during the semester. Each 75 hours (paid) or 60 hours (non-paid/volunteer) per semester equals one unit of college credit. Not more than 20 hours per week can be used to convert the hours worked to units earned. If a student's job is related to their school major, they may be qualified to enroll in occupational work experience and may receive up to four units per semester, depending on the number of hours worked, for a maximum of 16 units. If a student's job is not related to their school major, they may be qualified to enroll in general work experience and may receive up to three units per semester, depending on the number of hours worked, for a maximum of six units.

GENERAL WORK EXPERIENCE EDUCATION

The purpose of this program is supervised employment of students with the intent of assisting them in acquiring desirable work habits and career awareness, through paid or non-paid (volunteer) work. The job held by the student need not be related to his/her occupational goal or college program. It should be noted, however, that general work experience is NOT a payable class under VA benefits. A student can earn up to three units per semester for a maximum of six units during their enrollment at Moreno Valley College.

OCCUPATIONAL WORK EXPERIENCE EDUCATION

The purpose of this program is the extension of occupational learning opportunities and career awareness through paid or non-paid (volunteer) work, in the occupation for which the student's college program or major is designed. VA benefits will only pay for occupational work experience classes that fall under a student's approved certificate or degree pattern. A student can earn up to four units per semester for a maximum of 16 units during their enrollment at Moreno Valley College. Occupational work experience education is offered in the following major areas:

ACC .... Accounting
ADJ ....Administration of Justice
ADM ....Applied Digital Media
AIR ....Air Conditioning & Refrigeration
ARE ....Architecture
ART ....Art
AUB ....Automotive Body
AUT .... Automotive Technology
BIT .... Biotechnology
BUS.. Business Administration
CAT ....Computer Applications & Office Technologies
CIS .... Computer Information Systems
CMI ....Community Interpretation
CON ....Construction Technology
COS .... Cosmetology
CUL ....Culinary Arts
DEH.. Dental Hygiene
DEN .... Dental Technology
EAR .... Early Childhood Education
EDU..Education
ELE .... Electronics
ENE .... Engineering
FIT .... Fire Technology
FTV ....Film, Television & Video
HMS ....Human Services
JOU.. Journalism
KIN.. Kinesiology (KIN)
MAC...Machine Shop Technology
MAG..Management
MAN .... Manufacturing
MDA...Medical Assisting
MKT .... Marketing
MUS ....Music
NRN .... Nursing
PAL... Paralegal Studies
PHO..Photography
RLE..Real Estate
THE.. Theater
WEL ....Welding

Units Determination for Work Experience Education

The following formula will be used to determine the maximum number of units a student can be enrolled in during a semester:

Semester Hours Worked		Maximum # of Units
Paid Employment	Non-Paid (Volunteer)	
75	60	1
150	120	2
225	180	3
300	240	4

Note: A student may not enroll in both general and occupational work experience concurrently and may not earn more than a cumulative total of 16 units in work experience during their enrollment at any community college.

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

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

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

Moreno Valley College
Colton-Redlands-Yucaipa Regional Occupational Program
Criminal Investigation (ADJ-13)
Virtual Enterprise (BUS-30)
Creating an Online Business (BUS-51)
Video Game Design (CIS-36)
Mind Matters: A Study of Mental Health and Illness (HMS-17)
Ethics in Health Care (PHI-15)

Jurupa Unified School District
Allied Health (HET-79)

Moreno Valley Unified School District
Accounting 1 (ACC-55)
BA Empowering Entrepreneurs (BUS-10)
Virtual Business (BUS-30)
Computer Applications I and II (CAT-50)
Office Suite I and II (CAT-80)
Introduction to Health Care (HET-79)
Body Systems and Disorders (MDA-1A)

NuView Union School District
Anatomy/Physiology (BIO-45, formerly AMY 10)

Riverside County Office of Education
Professional Business Communications ROP (BUS-22 and BUS-47)
Introduction to Health Careers (HET-79)
Introduction to Medical Professions (HET-79)

Riverside Unified School District
Intro to Health Careers (HET-79)
Medical Terminology (MDA-1A)

Val Verde Unified School District
Introduction to Business (BUS-10)
Photography II (PHO-20)

Norco College
Alvord Unified School District
Accounting Principles (ACC-55)
Anatomy/Physiology
CADD 1/ Introduction and CADD 3/Architectural Design (ARE-24)
CADD 1/Introduction and CADD 2 Engineering Graphics and Design (ENE-21)
CADD 1/Introduction, CADD 2/Engineering Graphics and Design and CADD 4/Animation (ENE-30)

Baldy View Regional Occupational Program
Digital Arts (ART-36A)

Chaffey Joint Union High School District
Art 3D Design I 1 and 2 (ART-20)
Digital Arts I 1 and 2 (ART-36A)
Computer Graphic Design I 1 and 2 (CIS-78A)

Colton-Redlands-Yucaipa Regional Occupational Program
Construction Technology (CON-60)
Advanced Manufacturing I (MAN-38 and MAN-56)

Corona-Norco Unified School District
Applied Accounting A/B (ACC-55)
Computerized Accounting 1A and 1B (ACC-65)
Anatomy and Physiology 1A and 1B
Architectural Design 1A and 1B (ARE-24 and ARE-25)
Introduction to Business (BUS-10)
Business Law (BUS-18A)
Introduction to PowerPoint (CAT-65)
Advanced Microsoft Word (CAT-80)
Introduction to Excel (CAT-98A)
Technology Applications 1A and 1B (CIS-1A)
Intro to Engineering & Architectural Design 1A and 1B (ENE-21 and ENE-30)
Computer Aided Drafting 2A and 2B (ENE-42)
History of Video Games (GAM-21)
Game Design Principles (GAM-22)
Digital Game Design A/B (GAM-23)
Video Game Prototyping A/B (GAM-24)
Intro to Simulation and Game Development (GAM-35)
Intro to Game Programming (GAM-50)
Digital Drawing for Game Art (GAM-80)
Business Management and Leadership (MAG-44)

Fontana Unified School District
Construction Technology (CON-60)

Lake Elsinore Unified School District
Introduction to Engineering Design (ENE-42)

Moreno Valley Unified School District
Digital Electronics (ELE-25)
Principles of Engineering (ENE-10)

Murrieta Valley Unified School District
Video Gaming 1/Computer Programming & Game Design (GAM-22 and GAM-35)
Video Gaming 2 – Game Design and Development (GAM-50 and GAM-80)

Riverside County Office of Education ROP
CIS Microsoft Tools Comprehensive (CAT-3)

Riverside Unified School District
Anatomy and Physiology (BIO-45, formerly AMY 10)
Global Business Info/Tech Acad 2 (BUS-30)
Digital Electronics (ELE-25)

Principles of Engineering (ENE-10 and ENE-60)
Game Design Principles (GAM-22)
Digital Game Design (GAM-50)

Val Verde Unified School District
Anatomy and Physiology (BIO-45, formerly AMY 10)

Riverside City College
Alvord Unified School District
American Sign Language 2 (AML-1)
American Sign Language 3 (AML-2)

California School for the Deaf, Riverside
Intro to Graphic Arts, Int. Graphics Tech, a
nd Adv Graphic Prod (ADM-77A)
Intro to Auto, Auto Service, and Auto Mechanics Comp (AUT-50)

Chaffey Joint Union High School District
Computer Graphic Design III 1 and 2 (ADM-63A)
Computer Graphic Design II 1 and 2 (ADM-77A)

Colton-Redlands-Yucaipa Regional Occupational Program
Introduction to Criminal Justice (ADJ-1)
Graphic Communications (ADM-1)
The Art of Animation (ADM-67)
Fundamental Web Page Design (ADM-74)
Automotive General Service Technician (AUT-50)
Cybersecurity I (CIS-21)
CISCO Internetworking, Level 1 (CIS-26A)
CISCO Internetworking, Level 2 (CIS-26B)
Cybersecurity II (CIS-27)
Microsoft Office (CIS-93)
Digital Video Production I (FTV-67)
Careers in Nutrition and Wellness (KIN-4)
Sports Medicine & Therapy (KIN-16)
Personal Fitness Trainer (KIN-43) Welding (WEL-15)

Corona-Norco Unified School District
Introduction to Word (CAT-34A)
Introduction to PowerPoint (CAT-65)
Advanced Microsoft Word (CAT-80)
Introduction to Excel (CAT-98A)
Photography 1A and Photography 1B (PHO-8)

CAREER & TECHNICAL EDUCATION PROGRAMS
Moreno Valley College offers associate of science degrees and certificates within in its Career & Technical Education program (occupational emphasis). The CTE program provides students with instruction in skills and the knowledge needed to enter a skilled or professional occupation. An associate of science degree requires completion of at least 60 units of credit, which normally takes four semesters. Certificated programs vary in the number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. Certificate courses can be counted toward the degree as well as the major.

Need for Specialized Training
It can be difficult to secure employment, or a better-paying job without specialized training. General education coursework has its value, but employeers are seeking employees with technical skills and a certificate is evidence specialized training has been secured. Some employers may actually require certificates as a condition of employment or reclassification for pay increase.

Who Can Enroll in the Career and Technical Education Programs?
Individuals wishing to enroll at Moreno Valley College must file College application. Admission to Moreno Valley College is regulated by state law as prescribed in the California Education Code.

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

ASSOCIATE OF SCIENCE DEGREE
The associate of science degree consists of coursework totaling 60 units or more. This includes coursework in a specific certificate pattern plus general education and elective courses.

STATE-APPROVED CERTIFICATE
(Certificate of Achievement)
The state-approved certificate consists of completed coursework totaling 18 units or more in a specific occupational certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

LOCALLY-APPROVED CERTIFICATE
(Certificate of Career Preparation)
The locally-approved certificate consists of coursework totaling between four to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.

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

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

Associate Degree for Transfer	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•		NAS642*	AS642*
With IGETC pattern			•		NAS643*	AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern			•			AA742*
With IGETC pattern			•			AA743*
Biology						
With CSUGE pattern			•	MAS767	NAS767	
With IGETC pattern			•	MAS768	NAS768	
Business Administration						
With CSUGE pattern			•	MAS626*	NAS626*	AS626*
With IGETC pattern			•	MAS628*	NAS628*	AS628*
Chemistry						
With IGETC pattern			•		NAS769	
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*	NAA744*	AA744*
With IGETC pattern			•	MAA745*	NAA745*	AA745*

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at www.mvc.edu/gainfulemployment

Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	AA754*
With IGETC pattern			•	MAA755*	NAA755*	AA755*
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	AA693*
With IGETC pattern			•	MAA694*	NAA694*	AA694*
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

CURRICULAR PATTERNS

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
ADMINISTRATION OF JUSTICE		•	•	MAS504*/MAS504B*/ MAS504C*/MCE504*		AS504*/AS504B*/ AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/ MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
AIR CONDITIONING AND REFRIGERATION		•	•			AS596/AS596B/ AS596C/CE596
APPLIED DIGITAL MEDIA AND PRINTING						
Basic Graphic Communication	•					CE822
Basic Graphic Design	•					CE823
Graphic Design and Printing		•	•			AS653/AS653B/ AS653C/CE653
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
ARCHITECTURE						
Architectural Graphics	•				NCE787	
ART						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
AUTOMOTIVE TECHNOLOGY						
Automotive Collision Repair-Refinishing and Paint		•	•			AS511/AS511B/ AS511C/ CE511
Automotive Trim and Upholstery		•	•			AS516/AS516B AS516C/ CE516
Electrical		•	•			AS513/AS513B/ AS513C/ CE513
Ford Specialty		•	•			AS519/AS519B/AS519C
General Motors Specialty			•			AS583/AS583B/AS583C
Mechanical		•	•			AS515/AS515B/ AS515C/CE515
BUSINESS ADMINISTRATION						
Accounting Concentration		•	•	MAS523*/MAS523B*/ MAS523C*/MCE523*	NAS523*/NAS523B*/ NAS523C*/NCE523*	AS523*/AS523B*/ AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/ AS631C*/CE631*

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

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
General Business Concentration		•	•	MAS524*/MAS524B*/ MAS524C*/MCE524*	NAS524*/NAS524B*/ NAS524C*/NCE524*	AS524*/AS524B*/ AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/ AS623C*/CE623*
Logistics Management Concentration		•	•		NAS580*/NAS580B*/ NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/ MAS521C*/MCE521*	NAS521*/NAS521B*/ NAS521C*/NCE521*	AS521*/AS521B*/ AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/ MAS525C*/MCE525*		AS525*/AS525B*/ AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/ MAS527C*/MCE527*	NAS527*/NAS527B*/ NAS527C*/NCE527*	AS527*/AS527B*/ AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/ AS531C*/CE531*
Business Skills Boot Camp	•					CE876
Entrepreneurship	•					CE874
Entrepreneurship: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
General Business	•					CE878
Gig Economy	•					CE872
Gig: The Solopreneurs Adventure	•					CE875
Human Resources	•					CE868
International Business	•					CE871
International Business	•					CE627*
Management	•					CE877
Marketing	•					CE879
Operations and Production Mgmt	•					CE833*
Real Estate Practice	•					CE873
Real Estate Salesperson and Transaction	•				NCE854*	CE869
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
COMMUNITY INTERPRETATION		•	•	MAS557/MAS557B/ MAS557C/MCE557		

*50% or more of the certificate/degree may be completed online.
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CURRICULAR PATTERNS

Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
COMPUTER APPLICATIONS & OFFICE TECHNOLOGY						
Administrative Office Professional	•					CE637*
Business Information Worker	•	•			NCE522	CE522
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
COMPUTER INFORMATION SYSTEMS						
C++ Programming	•				NCE803*	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B* MAS726C*/MCE726*		AS726*/AS726B*/ AS726C*/CE726*
Computer Programming		•	•	MAS728*/MAS728B*/ MAS728C*/MCE728*	NAS728*/NAS728B*/ NAS728C*/NCE728*	AS728*/AS728B*/ AS728C*/CE728*
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
Information Security and Cyber Defense	•					CE740
Information Security	•					CE870
Java Programming	•				NCE809*	CE809*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
CONSTRUCTION TECHNOLOGY		•	•		NAS532/NAS532B/ NAS532C/NCE532	
COSMETOLOGY		•	•			AS534/AS534B/ AS534C/ CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					
CULINARY ARTS		•	•			AS561/AS561B/ AS561C/ CE561
DANCE						
Pilates Dance/Conditioning Instructor	•					CE857

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
DENTAL ASSISTANT		•	•	MAS621/MAS621B/ MAS621C/MCE621		
DENTAL HYGIENE			•	MAS724/MAS724B/ MAS724C		
DRAFTING TECHNOLOGY		•	•		NAS539/NAS539B/ NAS539C/NCE539	
EARLY CHILDHOOD EDUCATION		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Education, Human Development and Special Needs			•			AA881/AA881B/AA881C
Infant and Toddler Specialization	•			MCE681*		CE681*
EDUCATION PARAPROFESSIONAL		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
ELECTRICIAN/ELECTRONICS						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Electrician		•	•		NAS766/NAS766B/ NAS766C/NCE766	
Electrician Apprenticeship		•	•		NAS485/NAS485B/ NAS485C/NCE485	
Green Technician	•				NCE856	
EMERGENCY MEDICAL SERVICES						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MAS585B/ MAS585C/MCE585		
ENGINEERING						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
ENGLISH AS A SECOND LANGUAGE	•			MCE866		
FILM, TELEVISION AND VIDEO						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/ AS641C*/CE641

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
FIRE TECHNOLOGY		•	•	MAS555*/MAS555B*/ MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/ MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/ MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/ MAS669C/MCE669		
GAME DEVELOPMENT						
Game Art: Character Modeling		•	•		NAS687/NAS687B/ NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/ NAS688C/NCE688	
Game Design		•	•		NAS685*/NAS685B*/ NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/ NAS691C*/NCE691	
HUMAN SERVICES		•	•	MAS663/MAS663B/ MAS663C/MCE663		
Employment Support Specialization	•			MCE802		CE802
KINESIOLOGY/EXERCISE, SPORT & WELLNESS						
Athletic Training Emphasis		•	•			AS597*/AS597B*/ AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/ AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/ AS595C*/CE595
LOGISTICS MANAGEMENT		•	•		NAS579*/NAS579B*/ NAS579C*/NCE579*	
MANUFACTURING TECHNOLOGY						
Industrial Automation		•	•		NAS737/NAS737B/ NAS737C/NCE737	
Computer Numerical Control Programming		•	•		NAS655/NAS655B/ NAS655C/NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE799	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/NCE771	
MEDICAL ASSISTING						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/ MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/ MAS701C*/MCE701		

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Program						
MUSIC			•	MAA564*/MAA564B* /MAA564C*		
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
MUSIC INDUSTRY STUDIES						
Audio Production		•	•		NAS684*/NAS684B*/ NAS684C*/NCE684	
Performance		•	•		NAA645/NAA645B/ NAA645C/NCE645	
NURSING						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586/AS586B/ AS586C
Vocational Nursing		•	•			AS588/AS588B/ AS588C/CE588
PARALEGAL STUDIES			•			AS591*/AS591B*/ AS591C*
PHOTOGRAPHY		•	•			AS592/AS592B/ AS592C/CE592
RETAIL MANAGEMENT/WAFC		•	•		NAS536*/NAS536B*/ NAS536C*/NCE536*	
SIGN LANGUAGE INTERPRETING		•	•			AS505*/AS505B*/ AS505C*/CE505
SUPPLY CHAIN TECHNOLOGY		•	•		NAS408/NAS408B/ NAS408C/NCE408	
WELDING TECHNOLOGY		•	•			AS606/AS606B/ AS606C/CE606
Pipe Welding	•					CE849
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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CURRICULAR PATTERNS

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

ACCOUNTING
SEE BUSINESS ADMINISTRATION

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE (MR)
MAS504/MAS504B/MAS504C/MCE504

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

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

- Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate a basic knowledge of criminal law.
- Demonstrate a knowledge of the implications of legal evidence in the processing of criminal cases.
- Demonstrate a knowledge of the role of policing and the maintenance of favorable community relations.

Required Courses (27 units)		Units
ADJ/JUS-1	Introduction to the Administration of Justice	3
ADJ/JUS-2	Principles and Procedures of the Justice System	3
ADJ/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-4	Legal Aspects of Evidence	3
ADJ/JUS-5	Community Relations	3
Electives	Choose from elective courses in the discipline	12

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

ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT (M)
MAS563/MAS563B/MAS563C/MCE563

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues. The program prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities. Potential occupations include local police officers, deputy sheriffs, transit or railroad police; state police and highway patrol officers, fish and game wardens, or park rangers; or federal special agents, investigators and marshals.

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

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

Required Courses (36.5-40 units)		Units
ADJ-B1B	Basic Peace Officer Training Academy	40
	or Reserve Training Module Format	36.5
ADJ-R1A2	Level III Modular Academy Training	7
ADJ-R1B	Level II Modular Academy Training	11
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	18.5

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

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

ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL DEPUTY ACADEMY (M)
MCE783

Certificate Program

Required Courses (14 units)		Units
ADJ-C1D	Basic Correctional Deputy Academy	14

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

Certificate Program

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

BUSINESS ADMINISTRATION

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

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

Major Core Requirements
Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
or		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CIS/CAT-3	Computer Applications for Business	3

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

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

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

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

ACCOUNTING CONCENTRATION (MNR)
MAS523/MAS523B/MAS523C/MCE523
This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes
In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

Business Administration Major Core Requirements	18
Required for this concentration	3
ACC-1B Principles of Accounting II	3
and another 9 units from the following:	9
ACC-62 Payroll Accounting	3
ACC-63 Income Tax Accounting	3
ACC-65 Computerized Accounting	3
ACC-200 Accounting Work Experience	1-2-3-4
BUS/MAG-47 Applied Business and Management Ethics	3

GENERAL BUSINESS CONCENTRATION (MNR)
MAS524/MAS524B/MAS524C/MCE524
This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

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

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations and determine the legal management of the various forms of law.

- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

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

MANAGEMENT CONCENTRATION (MNR)
MAS521/MAS521B/MAS521C/MCE521

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

Program Learning Outcomes
In addition to outcomes for the Businesses Administration certificate, on successful completion of the Management concentration, students should be able to:
- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

Business Administration Major Core Requirements		18
Required for this concentration		3
MAG-44	Principles of Management	3
and another 9 units from the following:		9
MAG-46	Contemporary Quality Systems Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MAG-60	Introduction to Hospitality Management	3
MAG-200	Management Work Experience	1-2-3-4
BUS-48	International Management	3

MARKETING CONCENTRATION (MR)
MAS525/MAS525B/MAS525C/MCE525

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

Program Learning Outcomes
In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:
- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Business Administration Major Core Requirements		18
Required for this concentration		3
MKT-20	Principles of Marketing	3
and		
Select another 9 units from the following:		
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
MKT-200	Marketing Work Experience	1-2-3-4
BUS-43	International Business-Marketing	3
BUS-51	Principles of Electronic-Commerce	3
BUS-80	Principles of Logistics	3

REAL ESTATE CONCENTRATION (MNR)
MAS527/MAS527B/MAS527C/MCE527

This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management.

Program Learning Outcomes
In addition to outcomes for the Businesses Administration certificate, on successful completion of the Real Estate concentration, the student should be able to do the following:
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems.
- Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values.
- Discuss and evaluate real estate markets and trends.

Business Administration Major Core Requirements	18

and another 12 units from the following:

RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3
RLE-83	Real Estate Finance	3
RLE-84	Real Estate Appraisal	3
RLE-85	Real Estate Economics	3
RLE-86	Escrow Procedures I	3
RLE-200	Real Estate Work Experience	1-2-3-4

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

SMALL BUSINESS ACCOUNTING (MNR)   MCE859
Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

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

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

Required Courses (6 units)	Units

ACC-65	Computerized Accounting	3

and one of the following:

ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

SMALL BUSINESS PAYROLL ACCOUNTING (MNR) MCE860
Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

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

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

Required Courses (6 units)	Units

ACC-62	Payroll Accounting	3

and one of the following:

ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

COMMUNITY INTERPRETATION

COMMUNITY INTERPRETATION (M)
MAS557/MAS557B/MAS557C/MCE557
The Community Interpretation program provides students with a foundation in the skills of Spanish-English translation and interpretation. Students train intensively in the three modes of interpreting: simultaneous, consecutive, and sight translation. Instruction covers general and literary translation and skills are applied in the contexts of medicine, law, and business. The program prepares individuals seeking interpreter certification and improves marketability for bilinguals who use Spanish and English in the workplace.

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

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

Required Courses (18 units)	Units

CMI-61	Introduction to Spanish English Translation	3
CMI-71	Bilingual Interpretation for the Medical Professions	6
CMI-81	Bilingual Interpretation for the Legal Professions	6
CMI-91	Introduction to Translation and Interpretation for Business	3

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

COMPUTER INFORMATION SYSTEMS

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

COMPUTER APPLICATIONS (MR)
MAS726/MAS726B/MAS726C/MCE726

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

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

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

Required Courses (31.5-32.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
	or	
CIS/CSC-28A	MS Access Programming	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-95A	Introduction to the Internet	1.5
CAT-31	Business Communications	3
	or	
BUS-22	Management Communications	3
	or	
BUS-24	Business Communication	3
Electives 1	(Choose from list below)	7.5
Electives 2	(Choose from list below)	7.5

Electives 1 (7.5 units)

CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS-23	Software and End User Support	3
CIS/CSC-25	Information and Communication Technology Essentials	3
CIS/CSC-61	Introduction to Database Theory	3
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3
CIS/CAT-84	Word Processing: WordPerfect for Windows	3
CIS/CAT-98B	Advanced Excel	1.5

Electives 2 (7.5 units)

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

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

COMPUTER PROGRAMMING (MNR)
MAS728/MAS728B/MAS728C/MCE728

This program focuses on the general writing and implementation of generic and customized programs to drive operating systems that generally prepare individuals to apply the methods and procedures of software design and programming to software installation and maintenance. This includes instruction in software design, low- and high-level languages and program writing, program customization and linking, prototype testing, troubleshooting and related aspects of operating systems and networks.

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

- Design structured programs using C++, Javascript, or Java.
- Design and use object oriented programs in one of these languages C++, Java or PHP.
- Design and use advanced programming techniques in C++ or Java.

Required Courses (26.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodolgy I: C++	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5

Electives - Group 1 (6 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)

CIS/CSC-11	Computer Architecture and Organization: Assembly	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

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

SIMULATION AND GAMING: GAME ART (M)
                      MAS739/MAS739B/MAS739C/MCE739
This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.

Required Courses (36 units)		Units
CIS/GAM-35	Simulation and Gaming: Game Art	3
CIS-38A	Simulation and Gaming/3D Modeling	4
CIS-38B	Simulation and Gaming/3D Animation	4
CIS-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40A	Figure Drawing-Introduction	3
Electives	(Choose from list below)	6

Electives (6 units)

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

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

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

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

Certificate Program
Core Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

Required Courses (17 units)		Units
Core Requirements (6 units)		
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver or	3
ADM-74B	Web Design with DreamWeaver	3
In addition, choose one of the concentrations below		11

WEB DESIGNER CONCENTRATION   MCE820
Concentration Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Apply design and visual communication principles to web site, page, and interface design.
- Use Photoshop to create and edit images for use on the web, including photographs, logos, navigation buttons, background images, image maps, and web page design mockups (tracing images).
- Use Flash to create web animations and interactive websites.

Concentration Required Courses (11 units)		Units
CIS/CAT-54A	Introduction to Flash	3
	or	
ADM-67	Multimedia Animation	3
	and	
CIS-56A	Designing Web Graphics	3
	or	
CIS-CAT-78A	Introduction to Adobe Photoshop	3
	or	
ADM-71A	Adobe Photoshop for Image Manipulation	3

Concentration Electives (5 units)		
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
	or	
ADM-63A	Design for Print Publication	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
	or	
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1

WEB DEVELOPER CONCENTRATION   **MCE843**
Concentration Program Learning Outcomes
Upon successful completion of this program, students should be able to:

- Apply programming principles to develop a fully functioning and customized web site experience for both the site user and site administrator.
- Use JavaScript to enhance a web site's interactivity using the DOM.
- Use PHP to enhance a web site's capabilities by creating data driven web page content, custom form validation and processing, and database manipulation.

Concentration Required Courses (11 units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3

Concentration Electives (5 units)		
CIS-56A	Designing Web Graphics	3
	or	
CIS/CAT-78A	Introduction to Adobe Photoshop	3
	or	
ADM-71A	Adobe Photoshop for Image Manipulation	3
CIS/CAT-54A	Introduction to Flash	3
	or	
ADM-67	Multimedia Animation	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1

DENTAL ASSISTANT

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

DENTAL ASSISTANT (M)
                    MAS621/MAS621B/MAS621C/MCE621
Certificate Program Program Learning Outcomes
Upon successful completion of this certificate program, students should be able to:

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

Required Courses (32.5 units)		Units
Fall:		
DEA-10	Introduction to Dental Assisting and Chairside Assisting	4.5
DEA-20	Infection Control for Dental Assistants	2
DEA-21	Introduction to Radiology for Dental Assistants	2.5
DEA-22	Introduction to Supervised Externships	1.5
DEA-23	Introduction to Dental Sciences	3
DEA-24	Dental Materials for the Dental Assistant	2
Winter:		
DEA-30	Intermediate Chairside Dental Assisting	2
DEA-31	Radiology for Dental Assistants	1
DEA-32	Intermediate Supervised Externships	1
Spring:		
DEA-40A	Advanced Chairside Surgical Dental Assistant	3.5
DEA-40B	Advanced Chairside Orthodontic Dental Assistant	3
DEA-40C	Advanced Chairside Restorative Dental Assistant	5
DEA-41	Dental Office Procedures	1.5

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

DENTAL HYGIENE

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

DENTAL HYGIENE (M)

MAS724/MAS724B/MAS724C

Program prerequisites: Biology 50A, Biology 50B, Communication Studies 1, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Biology 55, Kinesiology 4, Psychology 1 and Sociology 1.

Associate of Science Degree Program Learning Outcomes

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

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

Required Courses (61.5 units)		Units
Fall:		
DEH-10A	Pre-Clinic Dental Hygiene #1	2.5
DEH-11	Principles of Dental Hygiene	2
DEH-12A	Principles of Oral Radiology	1
DEH-12B	Oral Radiology Laboratory	1
DEH-13	Infection Control in Dentistry	1
DEH-14	Systems Analysis of Dental Anatomy Morphology, Histology, Embryology	3
DEH-15	Head and Neck Anatomy	2
DEH-16	Preventive Dentistry	1.5
DEH-17	General Pathology	2
Winter Intersession:		
DEH-10B	Pre-Clinic Dental Hygiene #2	1
DEH-19	Pain Control	2.5
Spring:		
DEH-20A	Clinical Dental Hygiene #1	3
DEH-21	Clinical Seminar #1	1
DEH-22	Oral Radiology Interpretation	1
DEH-23	Introduction to Periodontology	2
DEH-24	Ethics	1
DEH-25	Medical and Dental Emergencies	1
DEH-26	Dental Treatment of Geriatric and Medically Compromised	2
DEH-27	Oral Pathology	2.5
DEH-28	Basic and Applied Pharmacology	2

Summer:		
DEH-20B	Clinical Dental Hygiene #2	1
Fall:		
DEH-30A	Clinical Dental Hygiene #3	3.5
DEH-31	Clinical Seminar #2	1
DEH-32	Dental Materials	3
DEH-33	Periodontology	1
DEH-34	Community Dental Health Education #1	1
DEH-35	Community Dental Health Education Practicum #1	1
DEH-36	Research Methodology	2
DEH-37	Nutrition in Dentistry	1
Winter Intersession:		
DEH-30B	Clinical Dental Hygiene #4	1
Spring:		
DEH-40	Clinical Dental Hygiene #5	4
DEH-41	Clinical Seminar #3	1
DEH-42	Practice Management and Jurisprudence	2
DEH-43	Advanced Periodontology	1
DEH-44	Community Dental Health Education #2	1
DEH-45	Community Dental Health Education Practicum #2	1
DEH-46	Advanced Topics in Dental Hygiene	1

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

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION (MNR)

MAS544/MAS544B/MAS544C/MCE544

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

Certificate Program Program Learning Outcomes

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

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

- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

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

Electives (6 units)

EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
EAR-47	Childhood Stress and Trauma	3
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EDU-1	Introduction to Elementary Classroom Teaching	4
ENG-30	Children's Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	3

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

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

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

EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR)
MAS601/MAS601B/MAS601C/MCE601
This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on- site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

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

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate an understanding of family function and structure, along with familial need for information and support that respects and values diverse cultures, values, beliefs and behaviors.
- Demonstrate basic knowledge of laws and regulations pertaining to and protecting children with disabilities and their families. Understand and identify the process of accessing community agencies, referral systems and procedures for specialized support, specialized documents, resources and placement options.
- Describe the typical child development milestones of children birth to adolescence and identify the strengths and special needs of the child in the context of his/her family, early childhood classroom, or early intervention setting.
- Describe the developmental assessment process and outline its role in identifying, planning and intervening for a child with special needs and his/her family, including the process of curriculum development.
- Demonstrate an understanding of the purpose and intent of an inclusive environment that supports the whole child while meeting the individual needs of children with disabilities.

Required Courses (34 units)	Units

EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3

Electives (6 units)

EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
		3
EAR-47	Childhood Stress and Trauma	3

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

EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR)
MCE797

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

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
• Demonstrate an understanding of the theoretical perspectives in human development and education.
• Appraise the role of the child as an active learner.
• Integrate child growth and development into practical and meaningful applications.

Required Courses (12 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR)
MCE795

This certificate enables the holder to care for and assist in the development and the instruction of children in a child development program while under supervision. Students select two classes out of EAR 20, 24, 28, and 42 to meet the requirements for this certificate.

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
• Demonstrate an understanding of the theoretical perspectives in human development and education.
• Appraise the role of the child as an active learner.
• Integrate child growth and development into practical and meaningful applications.

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

INFANT AND TODDLER SPECIALIZATION (MNR)
MCE681

The Infant and Toddler Specialization certificate represents a composite of child development knowledge, skills, and responsibilities integral to working with children ages zero to three. Specific courses emphasize a responsive approach to the care and education of infants and toddlers in center-based programs and family child care homes.

Certificate Program Program Learning Outcomes
Upon successful completion of this program, students should be able to:
• Identify the patterns of development for children ages zero to three in the areas of the physical, cognitive and psychosocial domains.
• Understand and implement health and safety practices in environmental concerns and in individual child cleansing and feeding routines.
• Create and maintain an environment of care and learning specific to young infants and newly mobile children.
• Select equipment and materials conducive to the physical, cognitive and psychosocial needs of infants and toddlers.
• Plan and implement a curriculum based on a blend of routine and play activities.
• Use observation to assess child development, curriculum success, and environmental standards of quality, and then implement program adjustments based on assessment outcomes.

Required Courses (12 units)		Units
EAR-20	Child Development	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-35	Practicum in Infant and Toddler Care	3

EDUCATION PARAPROFESSIONAL

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

EDUCATION PARAPROFESSIONAL (MR)
                          MAS603/MAS603B/MAS603C/MCE603
Certificate Program

Required Courses (25-27 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
COM-1/1H	Public Speaking	3
	or	
COM-9/9H	Interpersonal Communication	3
EAR-20	Child Growth and Development	3
ENG-1A/1AH	English Composition	4
	or	
ENG-50	Basic English Composition	4
HIS-6/6H	Political and Social History of the United States	3
	or	
HIS-7/7H	Political and Social History of the United States	3

Electives (8-10 units)		
EAR-26	Health, Safety and Nutrition	3
ENG-30	Children's Literature	3
KIN-30	First Aid and CPR	3
SPA-3N	Spanish for Spanish Speakers	5

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

EMERGENCY MEDICAL SERVICES

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

PARAMEDIC (M)
                          MAS585/MAS585B/MAS585C/MCE585
Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate the ability to analyze medical and psycho-social strategies while diagnosing and treating illnesses or injuries.
- Perform assessments and treatments that show integration of modern technology and current treatment protocols.
- Evaluate complex medical and emergency conditions and implement emergency scene management strategies to ensure the health and safety of emergency services workers and patients.
- Defend the use of active listening and communication skills so as to render empathetic, respectful, and compassionate patient care and foster constructive relationships with fellow emergency services workers.

Required Courses (49.5 units)		Units
EMS-60	Patient Assessment and Airway Management	4.5
EMS-61	Introduction to Medical Pathophysiology	3
EMS-62	Emergency Pharmacology	4
EMS-63	Cardiology	4
EMS-70	Trauma Management	3.5
EMS-71	Clinical Medical Specialty I	3
EMS-80	Medical Emergencies	4.5
EMS-81	Special Populations	4
EMS-82	Special Topics	3
EMS-83	Clinical Medical Specialty II	3
EMS-90	Assessment Based Management	3
EMS-91	Paramedic Field Internship	10

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

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

EMERGENCY MEDICAL TECHNICIAN (M)   MCE801

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate the use of active listening, appropriate touch and multicultural understanding of patients that foster constructive relationships in the pre-hospital setting.
- Perform assessments and treatment strategies that adhere to current national and local protocols.
- Evaluate complex sign and symptoms that will allow them to diagnose and treat patients that are ill and injured.

Required Courses (8.5 units)		Units
EMS-50	Emergency Medical Technician	7
EMS-51	Emergency Medical Services-Basic Clinical /Field	1.5

ENGLISH AS A SECOND LANGUAGE

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

ENGLISH AS A SECOND LANGUAGE (M)   MCE866
Successful completion of the certificate in English as a Second Language (ESL) provides students, prospective employers, and other community members with documented evidence of persistence and academic accomplishment in ESL.

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Communicate successfully orally and in writing (allowing for minor second language errors that do not interfere with meaning) and comprehend language at the basic college level in preparation for ENG-50: Basic English Composition.
- Identify and use basic college-level Standard American English to write a short essay using academic vocabulary.
- Respond to a basic college-level reading through writing and competent participation in discussions.
- Employ patterns and expectations of American culture, especially in the college environment. Students will gain confidence working in this environment.

Required Courses (15 units)		
ESL-55	Advanced Writing and Grammar	5
ESL-65	American Classroom Culture	1
ESL-73	High Intermediate Reading and Vocabulary	4
ESL-93	Oral Skills III: Advanced Oral Communication	3
Electives	Choose one course from the list below	2

Elective Courses (1 elective)		
ESL-90D	Special Topics in ESL: Verb Tense Review	2
ESL-90L	Special Topics in ESL: Punctuation of Phrases and Clauses	2
ESL-90M	Special Topics in ESL: Prepositions and Articles	2
ESL-90P	Special Topics in ESL: Mastering Academic Vocabulary	2

FIRE TECHNOLOGY

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

CHIEF OFFICER (M)
                    MAS826/MAS826B/MAS826C/MCE826
Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate skills and knowledge that is expected in upper-level management positions within the fire service through the application of leadership, management, and ethical decision- making models.
- Develop mission-specific goals and strategies to support executive leadership in fire department daily operations as well as all-risk emergency situations.
- Analyze intergovernmental relationships between city, county, state and federal agencies as they are defined in the National Incident Management System and the State of California Master Mutual Aid Plan.

Required Courses (20 units)		Units
FIT-C2A	Fire Command 2A, Command Tactics at Major Fires	2
FIT-C2B	Command 2B, Management of Major Hazardous Materials Incidents	2
FIT-C2C	Command 2C, High Rise Fire Tactics	2
FIT-C2D	Command 2D, Planning for Large Scale Disasters	2
FIT-C2E	Command 2E, Wildland Firefighting Tactics	1.5
FIT-C40	Advanced Incident Command System (I-400)	.5
FIT-M2A	Organizational Development and Human Relations	2
FIT-M2B	Fire Management 2B, Fire Service Financial Management	2
FIT-M2C	Management 2C, Personnel and Labor Relations	2
FIT-M2D	Fire Management 2D, Master Planning in the Fire Science	2
FIT-M2E	Ethics and the Challenge of Leadership in the Fire Service	2

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

FIRE OFFICER (M)

MAS827/MAS827B/MAS827C/MCE827

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

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

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

Required Courses (18 units)		Units
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Principles for Command Officers	2
FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Fire Command 1C, I-Zone Firefighting for Company Officers	2
FIT-C19B	Intermediate Wildland Fire Behavior (S-290)	1
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-M1	Fire Management 1, Management/ Supervision for Company Officers	2
FIT-P1	Prevention 1, Fire and Life Safety Inspections	2
FIT-TI1A	Training Instructor 1A	1.5
FIT-TI1B	Training Instructor 1B	1.5
FIT-TI1C	Training Instructor 1C	1.5

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

FIRE TECHNOLOGY (M)

MAS555/MAS555B/MAS555C/MCE555

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

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

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

Required Courses (26.5 units)		Units
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-7	Principles of Fire and Emergency Services Safety	3

Electives (5 units)

EMS-50 and 51	Emergency Medical Technician and Emergency Medical Services- Basic Clinical/Field	8.5
FIT-6	Fire Apparatus and Equipment	3
FIT-8	Strategies and Tactics	3
FIT-9	Fire Ground Hydraulics	3
FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Principles for Command Officers	2
FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Command 1C, I-Zone Firefighting for Com Off	2
FIT-C19B	Intermediate Wildland Fire Behavior (S-290)	1
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1	Fire Prevention 1: Fire and LifeSafety Inspections	2
FIT-S21	Public Safety Honor Guard Academy	1.5
FIT-TI1A	Training Instructor 1A	1.5
FIT-TI1B	Training Instructor 1B	1.5
FIT-TI1C	Training Instructor 1C	1.5
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Introduction to Ethics: Contemporary Moral Issues	3

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

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

FIREFIGHTER ACADEMY (M)

MAS669/MAS669B/MAS669C/MCE669

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

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Perform skills that meet National Fire Protection Association Standard 1001 for firefighter and California State Fire Marshal Standards for Firefighter 1.
- Demonstrate written and verbal communications skills required for entry-level firefighter positions.
- Analyze emergency and hazardous conditions that are inherent to the firefighting profession.

Required Courses (20.5 units)		Units
FIT-S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	1.5
FIT-S3	Basic Firefighter Academy	19

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

GENERAL BUSINESS
SEE BUSINESS ADMINISTRATION

HUMAN SERVICES

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

HUMAN SERVICES (M)

MAS663/MAS663B/MAS663C/MCE663

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

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

Electives (6 units)

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

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

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

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.

Certificate Program
Program Learning Outcomes
Upon successful completion of the program, students will be able to:

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

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

MANAGEMENT
SEE BUSINESS ADMINISTRATION

MARKETING
SEE BUSINESS ADMINISTRATION

MEDICAL ASSISTING

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

ADMINISTRATIVE/CLINICAL MEDICAL ASSISTING (M)
MAS718/MAS718B/MAS718C/MCE718
Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:

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

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

Electives (6 units)		
CIS-1A	Introduction to Computer Information Systems	3
	or	
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3

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

MEDICAL TRANSCRIPTION (M)
MAS701/MAS701B/MAS701C/MCE701
The purpose of the course is to prepare the individual to be a medical language specialist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from various healthcare providers. The individual will interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise and clarify it without changing the meaning of the dictation. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be included.
Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:

- Demonstrate the skills needed in the Medical Transcription profession.

Required Courses (26 units)		Units
BIO-45	Survey of Human Anatomy and Physiology (Formerly AMY-10)	3
MDA-1A	Medical Terminology IA	3

MDA-1B	Medical Terminology IB	3
MDA-58A	Medical Transcription	5
CAT-30	Business English	3

Electives (9 units)

MDA-58B	Advanced Medical Transcription	3
MDA-60	Survey of Human Diseases	2
MDA-61	Pharmacology for Medical Office Personnel	2
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-50	Keyboarding and Document Processing	3
CAT/CIS-80	Word Processing: Microsoft\ Word for Windows	3

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

MUSIC

MUSIC (M)   **MAA564/MAA564B/MAA564C**
The Associate of Arts in Music from Moreno Valley College offers students a systematic plan of study for developing skills in music theory, musicianship, music literature, collaborative performance, and keyboard proficiency. The program provides students with broad knowledge of the field of film music and/or Western musical history through listening and writing and opportunities to focus on preparation for specific career paths, such as music therapy, musicology, independent studio teaching, or general music. Students planning to transfer to a four-year institution and major in music should consult with a counselor regarding the transfer process and lower division requirements.

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

- Demonstrate proficiency in musicianship skills including functional keyboard skills.
- Successfully communicate within the music environment using notation, computer skills, written expression, and oral communication skills.

- Analyze and evaluate notated music using appropriate symbols.
- Compare historical style periods in Western concert from the Middle Ages to the present or to compare film music styles with other styles of music.
- Prepare stylistically sensitive performance interpretations on an instrument or voice.

Required Courses (19 units)

Core Requirements (13 units)		Units
MUS-4	Music Theory I	4
MUS-22	Survey of Music Literature	3
MUS-19/19H	Music Appreciation/Honors	3
MUS-29	Concert Choir	1

Electives (2 units)

MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music I	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-78	Beginning Applied Music Training II	2
MUS-83	Advanced Chamber Choir	1
MUS-87	Applied Music Training	1
MUS-P70	Guitar Lab Ensemble II	1

In addition choose and complete courses from one emphasis below:

Music History Emphasis

Core Requirements		13
and		
MUS-20	Great Composers and Masterpieces of Music before 1820	3
MUS-21	Great Composers/Music Masterpieces After 1820	3

Music Therapy Emphasis

Core Requirements		13
and		
MUS-5	Music Theory II	4

Take two of the following

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1

General Music Emphasis

Core Requirements (and)		13
MUS-5	Music Theory II	4

Electives (2 units)

MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music I	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-78	Beginning Applied Music II	2
MUS-83	Advanced Chamber Choir	1
MUS-87	Applied Music Training	1
MUS-P70	Guitar Lab Ensemble II	1

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

REAL ESTATE
SEE BUSINESS ADMINISTRATION

Section VI

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Moreno Valley College offers a comprehensive program of instruction for students who wish to transfer to four-yearinstitutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time-to-time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer.

UC/CSU

Designated courses are transferable to the campuses of the University of California and the California State University system. Courses that are not marked UC are not transferable to a University of California college. Courses marked with an * (UC*) indicate courses that have transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on the three colleges. When in doubt, students are advised to confer with a counselor.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardlessbof their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

COURSE DELIVERY METHODS

A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as hybrid classes and online classes (taught entirely online utilizing computer and Internet technology). Online courses are recommended for students with prior learning experience in this format. For new students to online learning, better chances of success can be expected through online studen preparation. Please see the Students Page link on the Distance Education webpage at: www.opencampus.com

NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B; English 60AB, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 52, 63, 64, 65, 81, 82, 90 A-F, 98; NursingContinuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86 and 90) are intended to help students develop skills necessary to succeed in college level degree- applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

NONCREDIT

Courses are numbered in the 800's, and no unit credit is earned in these courses.

REPEATING A COURSE

Students may repeat courses in which a "C" or better grade was earned only for the following types of courses: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content. The designation of whether acourse is repeatable is indicated in the course description.

LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

PREREQUISITE

When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better, P or CR). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of "C" or better, "P" (Pass). "C-," "D," "F," "FW," "NP" (No Pass), or "I" are not acceptable. Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a "C" grade, the student will be dropped from the succeeding class.

COREQUISITE

When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.) It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

ADVISORY

When a course has an advisory, it means that there is a recommendation to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in the class.

VERIFYING PREREQUISITES/COREQUISITES

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs. If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a Prerequisite Validation form.
- Submit unofficial transcript(s) or grade reports and complete a Matriculation Appeals petition. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Completion of some high school course are accepted by the discipline as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite are available in the Counseling offices on all three colleges.

CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike noncredit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the District and College Curriculum Committees and the Board of Trustees.t

COURSE DESCRIPTIONS

CREDIT COURSES

ACCOUNTING

ACC-1A
Principles of Accounting I   3 Units
(C-ID: ACCT 110)
UC, CSU
Prerequisite: None
Advisory: BUS-20
Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

ACC-1B
Principles of Accounting II   3 Units
(C-ID: ACCT 120)
UC, CSU
Prerequisite: ACC-1A
Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

ACC-55
Applied Accounting/Bookkeeping   3 Units
(Same as CAT-55)
Prerequisite: None
Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-62
Payroll Accounting   3 Units
CSU
Prerequisite: ACC-1A or ACC/CAT-55
Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-63
Income Tax Accounting   3 Units
CSU
Prerequisite: None
Description: Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.(Letter Grade, or Pass/No Pass option.)

ACC-65
Computerized Accounting   3 Units
CSU
Prerequisite: ACC-1A or ACC/CAT-55
Advisory: CIS-1A or BUS/CAT/CIS-3
Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-200
Accounting Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

ADMINISTRATION OF JUSTICE

ADJ-1
Introduction to the Administration of Justice   3 Units
(C-ID: AJ 110)
UC, CSU
Prerequisite: None
Description: The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

ADJ-2
Principles and Procedures of the Justice System   3 Units
(C-ID: AJ 122)
CSU
Prerequisite: None
Description: This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

ADJ-3
Concepts of Criminal Law   3 Units
(C-ID: AJ 120)
UC, CSU
Prerequisite: None
Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

ADJ-4
Legal Aspects of Evidence   3 Units
(C-ID: AJ 124)
CSU
Prerequisite: None
Description: Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

ADJ-5
Community Relations   3 Units
(C-ID: AJ 160)
UC, CSU
Prerequisite: None
Description: This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture.

ADJ-6
Patrol Procedures   3 Units
CSU
Prerequisite: None
Description: Responsibilities, techniques and methods of police patrol. 54 hours lecture.

ADJ-8
Juvenile Law and Procedures   3 Units
(C-ID: AJ 220)
CSU
Prerequisite: None
Description: The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

ADJ-12
Introduction to Criminalistics   3 Units
(C-ID: AJ 150)
CSU
Prerequisite: None
Description: This course provides an introduction to the role of criminalistics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. The categories of inceptive evidence, identification evidence, associative evidence, and corroborative evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 18 hours laboratory.

ADJ-13
Criminal Investigation   3 Units
(C-ID: AJ 140)
CSU
Prerequisite: None
Description: Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation. 54 hours lecture.

ADJ-15
Narcotics   3 Units
CSU
Prerequisite: None
Description: A basic understanding of narcotics and dangerous drugs and the causes of addiction or habituation. Identification of narcotics and hallucinogenics, as well as enforcement procedures and legal aspects. 54 hours lecture.

ADJ-20
Introduction to Corrections   3 Units
CSU
Prerequisite: None
Description: This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws, and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority, and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

ADJ-21
Control and Supervision in Corrections   3 Units
CSU
Prerequisite: None
Description: This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff, and coping techniques for correctional officers in a hostile prison environment. 54 hours lecture. (Letter Grade, or Pass/No Pass option).

ADJ-22
Legal Aspects of Corrections   3 Units
CSU
Prerequisite: None
Description: This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course matierials will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liabilities of corrections officials. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ADJ-200
Administration of Justice Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

THE BASIC PEACE OFFICER TRAINING ACADEMY

Academy was established in Riverside under the administration of Riverside City College in the spring of 1953. This program provides practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state, and federal level. The Basic Academy serves 11 counties in Southern California. The Basic Academy is offered three times per year, forty hours perweek, for 22 to 23-week periods. Upon successful completion of the course the College awards 39 units of college credit and the California Commission on Peace Officer Standards and Training issues the Basic Peace Officer's Certificate. For Basic Academy applications and further information regarding this program, contact Department of Public Safety Education and Training at (951) 571-6192.

ADJ-A3A
Child Abuse Investigations   **2 Units**
Prerequisite: ADJ-B1B
Description: An overview of the child abuse investigative process. Focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture. (Pass/No Pass only)

ADJ-A5A
Bicycle Patrol   **.50 Units**
Prerequisite: ADJ-B1B
Description: An overview of the tactical handling of a mountain bicycle for use during law enforcement operations with a focus on public relations, nutrition, bicycle maintenance, and riding techniques. 4 hours lecture and 28 hours laboratory. (Pass/No Pass only)

ADJ-A8A
Field Training Officer   **1.50 Units**
Prerequisite: None
Description: This course is designed to provide the student with an understanding of the purpose of the field training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. 32 hours lecture and 8 hours laboratory. (Pass/No Pass only)

ADJ-A9A
Field Training Officer Update   **1 Unit**
Prerequisite: None
Description: This course is designed to provide the student with an overview of the current legal issues and responsibilities of the field training officer. The course will focus on vehicle pursuits, weapons update, building searches, prisoner restraints, and the use of force. 24 hours lecture. (Pass/No Pass only)

ADJ-A10A
Vice Operations   **.25 Units**
Prerequisite: ADJ-B1B
Description: Recognition of prostitution and effective enforcement against it. This class is most valuable for officers/deputies/investigators assigned to special enforcement teams and those recently assigned to vice enforcement details. Patrol officers/deputies will be able to receive VICE related laws that will assist them with their daily duties. 8 hours lecture. (Pass/No Pass only)

ADJ-A11A
Effective Writing for Law Enforcement   **.25 Units**
Prerequisite: ADJ-B1B
Description: An intensive one-day course in effective writing. Methods of effective business writing with an emphasis on law enforcement composition. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-A13A
Drug Use Recognition   **1 Unit**
Prerequisite: ADJ-B1B
Description: Designed to train students in nystigmus, standardized field sobriety test (SFT) and dark room examinations. Students will obtain a better understanding of drug physiology including CNS depressants, inhalants, PCP, cannabis, hallucinogens and narcotics. 20 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-A14A
Search Warrant Preparation Workshop   **.25 Units**
Prerequisite: ADJ-B1B
Description: Proper techniques used in the preparation of search warrants. Includes construction of a hero section, and supporting documentation needed to receive judicial endorsement. Practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only)

ADJ-A14B
Search Warrant Execution   **.25 Units**
Prerequisite: ADJ-A14A
Description: Presents the elements needed in both formulating a proper search warrant entry plan and specific tactics commonly employed by Target/Narcotic Teams for most law enforcement agencies. Students are taught entry techniques, marksmanship, close quarter battle tactics, and team work. Additionally, this course offers the students the ability to practice the concepts taught in this course during "Live Fire" scenarios, which are controlled by the staff who are firearms instructors. 2 hours lecture and 6 hours laboratory. (Pass/No Pass only)

ADJ-A29A
Courtroom Testimony/Demeanor   **.25 Units**
Prerequisite: ADJ-B1B
Description: An overview of the courtroom testimony process with a focus on courtroom dynamics, personal demeanor, and the verbal presentation of factual information. 8 hours lecture. (Pass/No Pass only)

ADJ-A31A
Civil Procedures, Advanced (POST)   **1 Unit**
Prerequisite: ADJ-B1B
Description: Provides an understanding of advanced civil processes. Focus on common writ process, code of civil procedures, levies on real property, methods of levy and bankruptcy . 24 hours lecture. (Pass/No Pass only)

ADJ-A42A
Crime Scene Inv./video taping, Advanced   **1 Unit**
Prerequisite: ADJ-B1B
Description: Designed to acquaint students with the principles of physical evidence, preliminary examination of a crime scene, recording the scene, trace evidence, collection and packaging of biological evidence. Mock crime scenes with hands on activities will be part of the class. 16 hours lecture and 8 hours laboratory. (Pass/No Pass only)

ADJ-A44A
Laser Operator .25 Unit
Prerequisite: ADJ-B1B and ADJ-T1A and ADJ-T2A
Description: A review of Doppler Radar and the historical development, concepts, characteristics, and properties of laser technology. Designed to teach the proper use of law enforcement laser in traffic enforcement as well as knowledge and skill for courtroom testimony related to laser use. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only)

ADJ-A46A
Background Investigation 2 Units
Prerequisite: ADJ-B1B
Description: This course provides students with basic techniques and legal information necessary to conduct background investigations for law enforcement agencies. Topics covered will include Legal Aspects, Polygraph Examinations, Psychological Evaluation, Background Investigation Process, Role of the Background Investigator and Pre-Background Investigation Interview/Areas of Inquiry. 36 hours lecture. (Pass/No Pass only)

ADJ-A48A
Basic Criminal Investigation 2 Units
Prerequisite: ADJ-B1B
Description: Basic techniques and procedures necessary to perform follow-up criminal investigations, and to understand the available resources that assist the employee's transition to an investigative unit from assignments where the primary focus has been that of an "initial reporter." 40 hours lecture.(Pass/No Pass only)

ADJ-B1B
Basic Peace Officer Training Academy 40 Units
Prerequisite: None
Limitation on Enrollment (e.g. Performance tryout or audition): Completion of the POST Reading and Writing Skills Examination or equivalent examination; completion of the POST Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.
Description: Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 604 lecture hours and 359 hours laboratory.

ADJ-B1A
Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies 1.50 Units
Prerequisite: None
Description: This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory. (Pass/No Pass only)

ADJ-B2A
Law Enforcement Pre-Academy 3 Units
Prerequisite: None
Description: An introduction to law enforcement with an emphasis towards academic studies related to a basic law enforcement academy. Topics may include hiring processes, ethics and leadership, criminal law, search and seizure, report writing, cultural diversity and the criminal justice system. 54 hours lecture.

ADJ-B3A
Basic Community Service Officer Academy 3.50 Units
Prerequisite: None
Description: Provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. Emphasis on the practical applications of weapon cleaning and servicing, hand cuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 66 hours lecture, 14 hours lab. (Pass/No Pass only)

ADJ-C1D
Basic Correctional Deputy Academy 14 Units
Prerequisite: None
Limitation on Enrollment (e.g. Performance tryout or audition): Completion of POST reading and writing examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.
Description: The Basic Correctional Deputy Academy provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. 180 hours lecture and 220 hours laboratory. (Letter grade only)

ADJ-C2A
Adult Correctional Officer Supplemental Core Course 3 Units
Prerequisite: ADJ-B1B
Description: Orientation to custody and working in a correctional facility. Builds upon policing skills to include the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is certified for Standards of Training for Corrections (STC) and meets the requirements of all agencies needing custody-trained officers. 55 hours lecture and 17 hours laboratory. (Pass/No Pass only)

ADJ-D1A
Basic Public Safety Dispatch Course 6 Units
Prerequisite: None
Description: The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management, and local emergency service systems. 106 hours lecture and 14 hours laboratory. (Pass/No Pass only)

ADJ-D1B
Dispatcher Update, Public Safety 1 Unit
Prerequisite: ADJ-D1A
Description: This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, civil procedures, wellness and stress management and communicating with the mentally ill. 24 hours lecture. (Pass/No Pass only)

ADJ-D1C
Communications Training Officer Course 2 Units
Prerequisite: ADJ-D1A
Description: Provides communications trainers with the skills, knowledge, roles, and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture. (Pass/No Pass only)

ADJ-D3A
Dispatch Upd- Handling the Rising Tide of Suicide .25 Units
Prerequisite: ADJ-D1A
Description: Enhances the skills and abilities of public safety dispatchers regarding the increase in suicide rates and the handling of such incidents. The student will be provided background information, concepts, techniques and an understanding of the emotional impact of dealing with suicides. This course also brings an awareness of the signs of suicide in co-workers and provides options for persuading them to seek help and refer them to appropriate resources. 8 hours lecture. (Pass/No Pass only)

ADJ-D4A
Dispatcher Role Critical Incidents .25 Units
Prerequisite: ADJ-D1A
Description: This course will assist professional public safety communications officers understand their role in assisting officers during high-risk incidents. Students will learn strategies to assist field officers during felony stops, response to high-risk calls, and building searches. 8 hours lecture. (Pass/No Pass only.)

ADJ-D4B
Dispatcher Role in Critical Incidents Advanced .25 Units
Prerequisite: ADJ-D1A
Description: This course is designed to provide the Public Safety Dispatcher with an understanding of the decisions officers in the field must make during critical incidents and how handling the radio traffic can affect their safety. Students will participate in scenarios inside the force options and driving simulators and formulate solutions to communication obstacles. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only.)

ADJ-D5A
Dispatcher Public Safety Advanced .50 Units
Prerequisite: ADJ-D1A
Description: Develops dispatchers professionally and personally, by increasing their knowledge, skills, and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture. (Pass/No pass only)

ADJ-D6A
Dispatcher, Crisis Negotiations .25 Units
Prerequisite: ADJ-D1A
Description: Identifying a crisis negotiation situation, as well as the understanding of the principles of crisis negotiation. Information on the various roles and responsibilities of a dispatcher, responding field units, and the crisis negotiations team. Several techniques on how to combat stress during and after a crisis negotiation incident. The importance of participating in critical incident debriefing. 8 hours lecture. (Pass/No Pass only)

ADJ-D7A
Dispatcher Domestic Violence and Sexual Assault .25 Units
Prerequisite: ADJ-D1A
Description: This course is designed to provide the student with the knowledge of the cycle of violence, signs and symptoms of domestic violence and sexual assault, phases of domestic violence, different environmental violence, and the understanding of why victims stay in violent relationships. Students will learn call taking and dispatching skills to assist victims of domestic violence and sexual assault, and the California Penal Code sections and other related laws in order to assist victims. 8 hours lecture. (Pass/No Pass only)

ADJ-K1A
Code Enforcement Basics 2 Units
Prerequisite: None.
Description: This is the first course in the Code Enforcement Officer Training Program. Students are introduced to basic concepts in municipal codes pertaining to various types of properties. Course topics include: Basic inspection protocols, planning and community development, officer safety, vehicle abatement, zoning/nuisance, right of entry and inspection warrants, case preparation and overview, abatement of dangerous buildings and substandard housing, legal remedies in code enforcement, dealing with difficult people, and interviews and interrogations. New CA state standards will be reviewed for compliance purposes with revised state regulations. Course prepares the student to take the Basic Certification of Code Enforcement. 40 hours lecture. (Pass/No Pass only)

ADJ-K1B
Code Enforcement Officer Intermediate 2 Units
Prerequisite: ADJ-K1A
Description: Second course in the Code Enforcement Officer Training Program. This 40 hour intermediate Code Enforcement Officer Course is designed for current Code Enforcement Officers or an individual who is seeking employment as a Code Enforcement Officer. Topics include: effective communications, use of chemical and technical means as deterrents, legal updates, multi-agency task force inspections, animal awareness and related hazards. 40 hours lecture. (Pass/No Pass only)

ADJ-K1C
Code Enforcement Officer Advanced Code 2 Units
Prerequisite: ADJ-K1A and ADJ-K1B.
Description: Third course in the Code Enforcement Officer sequence. This 40 hour advanced Enforcement Officer Course provides technical knowledge for Current Code Enforcement Officers or those individuals preparing to become Code Enforcement Officers that will require the interpretation and application of the Health and Safety and Building Codes. Topics include: legal aspects with constitutional considerations including Fourth Amendment, Vectors, Microbial Contamination, Building, Plumbing, Electrical, Mechanical, Fire Code, and Officer Safety pertaining to Drug and Gang Awareness. 40 hours lecture. (Pass/No Pass only)

ADJ-P4A
PC 832 Arrest, Search and Seizure 1.50 Units
Prerequisite: None
Description: Skills necessary to qualify for limited peace officer powers as required by Penal Code Section 832. Emphasis on laws of arrest, search and seizure, evidence, and the investigative process. Meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 27 hours lecture and 13 hours laboratory. (Pass/No Pass only)

ADJ-R1A2
Level III Modular Academy Training   **7 Units**
Prerequisite: None
Limitation on Enrollment (e.g. Performance tryout or audition): Completion of the POST Reading and Writing Skills Examination or equivalent examination; completion of the POST Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.
Description: Designed to meet the state mandated training requirements to be qualified as a Level III police reserve officer. Curriculum covers the history and ethics of law enforcement, criminal justice system, defensive tactics, information systems, criminal law, crimes against persons and property, laws of arrest, use of firearms, vehicle operations, crimes in progress and report writing. The course satisfies Peace Officer Standards and Training (POST) requirements for Level III reserve police certification. 99 hours lecture and 81 hours laboratory.

ADJ-R1B
Level II Modular Academy Training   **11 Unit**
Prerequisite: ADJ-R1A2
Limitation on enrollment: Fingerprint clearance through California State Department of Justice to possess a firearm, completion of a physical fitness assessment, POST PelletB written assessment or equivalent, and Personal History Statement.
Description: This course is designed to meet the state mandated training requirements to be qualified as a Level II police reserve officer. Curriculum covers victimology and crisis intervention, community relations, crimes against persons, crimes against property, general crime statutes, crimes against the justice system, laws of arrest, search and seizure, presentation of evidence, use of force, weaponless defense, unusual occurrences, hazardous materials, patrol techniques, vehicle pullovers, crimes against children, sex crimes, firearms and chemical agents, weaponless violations, persons with disabilities, crimes in progress, report writing, preliminary investigations, and cultural diversity. This course satisfies Peace Officer Standards and Training (POST) requirements for Level II police officer certification. 189 hours lecture and 53 hours laboratory.

ADJ-R1C
Regular Basic Course, Modular Format, Module I Training
    18.50 Units
Prerequisite: ADJ-R1B
Limitation on enrollment: Completion of POST physical fitness assessment; possession of a valid California drivers license; successful completion of a medical examination; and current fingerprint clearance through the California State Department of Justice
Description: This course is the third module in the Regular Basic CourseModular Format training sequence. Intensive instruction designed to meet the minimum requirements of a peace officer, or Level I Police Reserve Officer as established by state law. 285 hours lecture and 177 hours laboratory.

ADJ-S1A
Supervisory Course   **4 Units**
Prerequisite: ADJ-B1B
Description: A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. Total of 80 hours lecture.

ADJ-T1A
Traffic Collision Investigation: Basic   **2 Units**
Prerequisite: ADJ-B1B
Description: A basic traffic collision investigation course which meets the requirements of 40600(A) of the California Vehicle Code. Topics include traffic law, accident reporting, scene management, skid mark diagramming, and determining accident cause. The course includes practical exercises. 36 hours lecture and 4 hours lab. (Pass/No Pass only)

ADJ-T1B
Intermediate Traffic Collision Investigation   **2 Units**
Prerequisite: ADJ-B1B and ADJ-T1A
Description: Fundamentals of skidmark analysis and documentation which helps students develop advanced skills in accident investigation. Includes a practical exercise. This course is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. 36 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-T1C
Traffic Collision Investigation: Advanced   **4 Units**
Prerequisite: ADJ-T1B
Description: Improves skill and knowledge of the advanced techniques used to determine the sequence of events that result in in traffic collision and how to properly document the available information. 76 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-T1D
Traffic Collision Reconstruction   **4 Units**
Prerequisite: ADJ-T1C
Description: Provides the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. 76 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-T2A
Radar Operations   **1 Unit**
Prerequisite: ADJ-B1B
Description: Training in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-T3A
Driving Under the Influence   **1 Unit**
Prerequisite: ADJ-T1C
Description: An historical perspective of laws covering persons driving under the influence of alcohol/drugs. Introduction to DUI statistics, enforcement techniques, handling DUI related traffic collisions, and common field sobriety testing techniques. Additionally, DUI reporting techniques and issues related to case law will be covered. 20 hours lecture and 4 hours laboratory. (Pass/No Pass only)

ADJ-W7A
Rangemaster Course   **.50 Units**
Prerequisite: None
Description: Designed to introduce the student to instructional methods and adult learning styles relative to teaching firearms. The course emphasizes general firearm safety measures, equipment safety, legal aspects, firing line management and fundamentals of shooting. 15 hours lecture and 25 hours laboratory.

COURSE DESCRIPTIONS

ADJ-W10A
PC 832 Firearms　　　　　　　　　.25 Units
Prerequisite: None
Limitation on enrollment: Department of Justice clearance letter. For more information, go to the website www.mvc.edu/law
Description: Firearms safety factors and precautions; firearms shooting principles; including range firing of both handguns and shotguns. This course fulfills the firearms portion of ADJ R1B (PC 832 Arrest and Firearms). 8 hours lecture and 16 hours laboratory. (Pass/No Pass only)

AMERICAN SIGN LANGUAGE

AML-1
American Sign Language 1　　　　　4 Units
UC*, CSU
Prerequisite: None
Description: This course concentrates on developing basic principles and skills of American Sign Language (ASL) through cultural appreciation and non-verbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

AML-2
American Sign Language 2　　　　　4 Units
UC, CSU
Prerequisite: AML-1
Description: Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Non-verbal techniques are employed to further enhance the students complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory.

ANATOMY AND PHYSIOLOGY
See BIOLOGY

ANTHROPOLOGY

ANT-1
Physical Anthropology　　　　　　3 Units
(C-ID: ANTH 110)
UC, CSU
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

ANT-1H
Honors Physical Anthropology　　　3 Units
(C-ID: ANTH 110)
UC, CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the RCCD Honors Program
Description: This honors course offers an enriched introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT 1 and ANT 1H. 54 hours lecture.

ANT-1L
Physical Anthropology Laboratory　　1 Unit
(C-ID: ANTH 115)
UC, CSU
Prerequisite: None
Corequisite: Concurrent enrollment in or prior completion of ANT-1 or 1H required.
Description: Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory.

ANT-2
Cultural Anthropology　　　　　　3 Units
(C-ID: ANTH 120)
UC, CSU
Prerequisite: None
Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

ANT-2H
Honors Cultural Anthropology　　　3 Units
(C-ID: ANTH 120)
UC, CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Honors Program
Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 54 hours lecture.

ANT-3
Prehistoric Cultures　　　　　　　3 Units
UC*, CSU
Prerequisite: None
Description: The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture.

ANT-4
Native American Cultures　　　　**3 Units**
UC, CSU
Prerequisite: None
Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture.

ANT-5
Cultures of Ancient Mexico　　　　**3 Units**
UC, CSU
Prerequisite: None
Description: The development of civilization in ancient Mexico, integrating evidence from archaeology and the prehispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

ANT-6
Introduction to Archaeology　　　　**3 Units**
(C-ID: ANTH 150)
UC, CSU
Prerequisite: None
Description: An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

ANT-7
Anthropology of Religion　　　　**3 Units**
UC, CSU
Prerequisite: None
Description: Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

ANT-8
Language and Culture　　　　**3 Units**
(C-ID:　ANTH 130)
UC, CSU
Prerequisite: None
Description: An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ANT-16
Field Methods in Archaeology　　　　**3 Units**
UC, CSU
Prerequisite: ANT-6
Description: Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Pass/No Pass or Letter Grade)

ART

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

ART-1
History of Western Art: Prehistoric, Ancient, and Medieval　　　　**3 Units**
(C-ID:　ARTH 110)
UC, CSU
Prerequisite: None
Advisory: ENG-1A
Description: Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-2
History of Western Art: Renaissance through Contemporary　　　　**3 Units**
(C-ID:　ARTH 120)
UC, CSU
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-5
History of Non-Western Art　　　　**3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1A and college level reading recommended
Description: An introductory survey of the arts of non-European cultures. History, form, functions, and aesthetics will be discussed in an overview of the arts of the Americas (Pre-Columbian and North American Indian), Oceania, Islamic, Sub-Saharan Africa, Southeast Asia, China, and Japan. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6
Art Appreciation　　　　**3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1A
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-6H
Honors Art Appreciation   **3 Units**
UC, CSU
Prerequisite: None.
Advisory: ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-7
Women Artists in History   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1A
Description: Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-9
African Art History   **3 Units**
UC, CSU
Prerequisite: None
Description: A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics, and textiles will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-12
Asian Art History   **3 Units**
(C-ID: ARTH 130)
UC, CSU
Prerequisite: None
Description: A survey of the history of Asian art (China, Japan, Korea, and India) from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting, and the minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-13
Pre-Columbian Art History   **3 Units**
(C-ID: ARTH 145)
UC, CSU
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Letter grade, or Pass/No Pass option.)

ART-14
Latin American Art: Colonial to the Present   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-17
Beginning Drawing   **3 Units**
(C-ID: ARTS 110)
UC, CSU
Prerequisite: None
Description: An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-18
Intermediate Drawing   **3 Units**
(C-ID: ARTS 205)
UC, CSU
Prerequisite: ART-17
Description: Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-22
Basic Design   **3 Units**
(C-ID: ARTS 100)
UC, CSU
Prerequisite: None
Description: An introduction to the fundamentals of two-dimensional design. The organization of visual elements according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill, and presentation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-23
Color Theory and Design   **3 Units**
(C-ID: ARTS 270)
UC, CSU
Prerequisite: ART-22 or ART-17
Description: The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-24
Three Dimensional Design   **3 Units**
(C-ID: ARTS 101)
UC, CSU
Prerequisite: None
Description: An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)(Materials fee: $15.00)

ART-25A
Watercolor - Beginning   **3 Units**
UC, CSU
Prerequisite: ART-17
Description: Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-25B
Watercolor - Intermediate   **3 Units**
UC, CSU
Prerequisite: ART-25A
Description: Course work that reflects an intermediate-level of painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-26
Beginning Painting   **3 Units**
(C-ID: ARTS 210)
UC, CSU
Prerequisite: ART-17
Description: An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-27
Intermediate Painting   **3 Units**
UC, CSU
Prerequisite: ART-23 or ART-26
Description: Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual, compositional, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-28A
Studio Painting-Portfolio Preparation   **3 Units**
UC, CSU
Prerequisite: ART-27
Description: Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

ART-28B
Studio Painting-Portfolio Presentation   **3 Units**
UC, CSU
Prerequisite: ART-28A
Description: Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-35A
Illustration-Beginning   **3 Units**
UC, CSU
Prerequisite: ART-17.
Advisory: ART-23 or 26.
Description: Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-35B
Illustration-Intermediate   **3 Units**
CSU
Prerequisite: ART-35A
Advisory: ART-23 or 26.
Description: Course work that reflects the types of intermediate assignments an illustrator may encounter in the industry. Students will combine traditional and non-traditional techniques to create projects that reflect an intermediate level of finish and format. Projects will focus on conceptual content and process, and represent a range of possible industry application, such as entertainment design, editorial illustration and illustrations for an interactive environment. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36A
Computer Art-Introduction   **3 Units**
CSU
Prerequisite: None
Description: Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-36B
Computer Art-Intermediate   **3 Units**
UC, CSU
Prerequisite: ART-36A
Description: Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-40A
Figure Drawing-Introduction   **3 Units**
(C-ID: ARTS 200)
UC, CSU
Prerequisite: ART-17
Description: Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option).

ART-40B
Figure Drawing-Intermediate   3 Units
UC, CSU
Prerequisite: ART-40A
Description: Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option).

ART-42A
Studio Figure Drawing-Portfolio Preparation   3 Units
UC, CSU
Prerequisite: ART-40B
Description: Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-42B
Studio Figure Drawing-Portfolio Presentation   3 Units
UC, CSU
Prerequisite: ART-42A
Description: Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-45
Studio Watercolor Painting   3 Units
Prerequisite: ART-25A
Description: Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade, or Pass/No Pass option.)

ART-48A
Studio Drawing-Portfolio Preparation   3 Units
UC, CSU
Prerequisite: ART-18
Description: Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-48B
Studio Drawing-Portfolio Presentation   3 Units
UC, CSU
Prerequisite: ART-48A
Description: Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ART-200
Art Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

ASTRONOMY

AST-1A
Introduction to the Solar System   3 Units
UC, CSU
Prerequisite: None
Advisory: REA-82 or qualifying placement level and MAT-35
Description: A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture.

AST-1B
Introduction to the Stars and Galaxies   3 Units
UC, CSU
Prerequisite: AST-1A
Description: A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture.

BIOLOGY COURSE MODIFICATIONS EFFECTIVE 18-19 ACADEMIC YEAR		
PREVIOUS COURSE NUMBER	UPDATED COURSE NUMBER	UPDATED TITLE
AMY-10	BIO-45	Survey of Human Anatomy and Physiology
AMY-2A	BIO-50A	Anatomy and Physiology I
AMY-2B	BIO-50B	Anatomy and Physiology II
BIO 30	BIO-16	Human Reproduction and Sexual Behavior
BIO-11	BIO-60	Introduction to Molecular and Cellular Biology
BIO-11H	BIO-60H	Honors Introduction to Molecular and Cellular Biology
BIO-12	BIO-61	Introduction to Organismal and Population Biology
BIO-17	BIO-4	Human Biology
BIO-2A	BIO-2	Zoology
BIO-30	BIO-16	Human Reproduction
BIO-34	BIO-18	Human Genetics
BIO-36	BIO-19	Environmental Science
HES-1	BIO-35	Health Science
MIC-1	BIO-55	Microbiology

BIOLOGY

BIO-1
General Biology   4 Units
UC*, CSU
Prerequisite: None.
Description: Introductory course designed for non-science majors that offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter Grade only)

BIO-1H
Honors General Biology   4 Units
UC, CSU
Prerequisite: None.
Limitation on enrollment: Enrollment in the Honors program
Description: The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

BIO-4
Human Biology (formerly BIO-17)   4 Units
UC, CSU
Prerequisite: None
Description: A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory.

BIO-16
Human Reproduction and Sexual Behavior (formerly BIO-30)
                                                       3 Units
UC, CSU
Prerequisite: None.
Description: Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, sexually transmitted disease, sex education, and sexual intercourse and response. 54 hours lecture. (Letter Grade only)

BIO-18
Human Genetics (formerly BIO-34)   3 Units
UC, CSU
Prerequisite: None
Advisory: High school biology or any college life science course with laboratory.
Description: A general education course for non-biology majors and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.

BIO-35
Health Science (Same as HES-1)   3 Units
UC, CSU
Prerequisite: None
Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Letter Grade only)

BIO-45
Survey of Human Anatomy and Physiology (formerly AMY-10)
                                                       3 Units
UC, CSU
Prerequisite: None
Description: An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues, and discussion of each of the human systems. 54 hours lecture.

BIO-50A
Anatomy and Physiology I(formerly AMY-2A)   **4 Units**
(C-ID: BIOL 115S)
UC, CSU
Prerequisite: BIO-1 or BIO-1H or BIO-4 or BIO-55 or BIO-60
or BIO-60H
Description: First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

BIO-50B
Anatomy and Physiology II (formerly AMY-2B)   **4 Units**
(C-ID: BIOL 115S)
UC, CSU
Prerequisite: BIO-50A
Description: Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.

BIO-55
Microbiology (formerly MIC-1)   **4 Units**
UC, CSU
Prerequisite: CHE-2A or CHE-2B, and BIO-1 or BIO-1H or BIO-50A
or BIO-60 or BIO-60H
Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

BIO-60
Introduction to Molecular and Cellular Biology (formerly BIO-11)   **5 Units**

(C-ID: BIOL 190)
UC*, CSU
Prerequisite: CHE-1A or CHE-1AH
Advisory: MAT-35, ENG-50, ENG-80 or qualifying placement level
Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

BIO-60H
Honors Introduction to Molecular and Cellular Biology
(formerly BIO-11H)   **5 Units**
(C-ID: BIOL 190)
UC, CSU
Prerequisite: CHE-1A or CHE-1AH
Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors program.
Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

BIO-61
Introduction to Organismal and Population Biology
(formerly BIO-12)   **5 Units**
(C-ID: BIOL 140)
UC*, CSU
Prerequisite: BIO-60 or BIO-60H
Description: An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course along with Biology 11 is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

BIOTECHNOLOGY

BIT-1
Introduction to Biotechnology   **1 Unit**
Prerequisite: None
Description: Lecture course to introduce students to career options and general work skills in biotechnology. General work skills include record keeping, business ethics, and safety. 18 hours lecture.

BIT-20
Introduction to Biotechnology   **3 Units**
Prerequisite: None
Description: This course is designed as a preparation course for students interested in further studies in biotechnology, for entry-level positions. Course material includes an integrated study of the basic principles of biotechnology counting genes and genomes, recombinant DNA technology, and proteins. Students will explore various types of biotechnology and their products with an emphasis on application in medicine, health care and agriculture. Discussions on the biotechnology workforce, and biological challenges of the 21st century including ethical and social implications will be included. 54 hours lecture.

BIT-21
Laboratory Techniques   **3 Units**
Prerequisite: None
Description: This course is designed as a preparation course in the laboratory settings for students interested in further studies in biotechnology or for entry-level positions. Course material includes fundamentals of good laboratory practice and an associated vocabulary that underline work in biotechnology. Students will receive hands-on experience exploring basic laboratory operations such as preparing solutions and molarity calculations, safety procedures, and data entry skills. 27 hours of lecture and 81 hours laboratory.

BIT-22
DNA Techniques   **2 Units**
Prerequisite: BIT-20
Description: This course is a lab-centered course exploring DNA techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience working with human and bacterial DNA by extracting, purifying, amplifying and analyzing genomic and plasmid DNA. Course techniques include agarose gel electrophoresis, restriction enzyme digestion, introduction to polymerase chain reaction and elements of bioinformatics pertaining to DNA. 18 hours lecture and 54 hours laboratory.

BIT-23
Protein Techniques   **2 Units**
Prerequisite: BIT-20
Description: This course is a lab-centered course exploring protein techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience in protein isolation, purification and analysis. Course techniques include spectrophotometric assays, ion-exchange chromatography, colorimetric enzymatic assays, protein gel electrophoresis, introduction to immunodetection assays, and elements of bioinformatics pertaining to proteins. 18 hours lecture and 54 hours laboratory.

BIT-24
Principles of Culture Techniques   **3 Units**
Prerequisite: BIT-20
Description: This course is a lab-centered course exploring culture techniques for students interested in further studies in biotechnology, for entry-level positions or work advancement. Students will receive hands-on experience in cell and tissue cultures. Course techniques include sterile technique and media preparation for cell and tissue cultures, maintaining cell and tissue culture, and testing cell viability using chemical assays and bright field microscopy. 27 hours lecture and 81 hours laboratory.

BIT-25
Research Presentation   **2 Units**
Prerequisite: BIT-20
Description: This course is a lecture/presentation course introducing students to technical writing for scientific documents and delivering oral presentation for topics in biotechnology. Students will develop skills in library research (including Internet database searches) to collect and organize data for scientific document including proposals and papers. Government and industry regulations will be introduced for students to develop skills in presenting data in accordance to biotechnological regulation and legislation. 36 hours lecture.

BIT-200
Biotechnology Work Exp   **1-4 Units**
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

BLACK STUDIES
See ETHNIC STUDIES

BUSINESS ADMINISTRATION

BUS-3
Computer Applications for Business   **3 Units**
(Same as CAT/CIS-3)
CSU
Prerequisite: None
Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

BUS-10
Introduction to Business   **3 Units**
(C-ID: BUS 110)
UC, CSU
Prerequisite: None.
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

BUS-10H
Honors Introduction to Business   **3 Units**
(C-ID: BUS 110)
UC, CSU
Prerequisite: None
Limitation on enrollment: Enrollment in the Honors Program
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles and current practices in the major areas of business activity with an integrated global perspective. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Sudents may not receive credit for both BUS 10 and BUS 10H. 54 hours lecture.

BUS-18A
Business Law I   **3 Units**
(C-ID: BUS 125)
UC*, CSU
Prerequisite: None
Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

BUS-18B
Business Law II   **3 Units**
UC*, CSU
Prerequisite: None
Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

BUS-20

Business Mathematics   **3 Units**

CSU

Prerequisite: None

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

BUS-22

Management Communications   **3 Units**

CSU

Prerequisite: None

Advisory: CAT-30

Description: Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

BUS-24

Business Communication   **3 Units**

(C-ID: BUS 115)

CSU

Prerequisite: ENG-1A or ENG-1AH

Description: Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture.

BUS-30

Entrepreneurship: Foundations and Fundamentals   **3 Units**

CSU

Prerequisite: None

Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 54 hours lecture

BUS-47

Applied Business and Management Ethics   **3 Units**

(Same as MAG-47)

CSU

Prerequisite: None

Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

BUS-51

Principles of Electronic Commerce   **3 Units**

CSU

Prerequisite: None

Advisory: BUS-10 and CIS-1A

Description: An introduction to electronic commerce focusing on business, technological, and social issues in todays global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-53

Introduction to Personal Finance   **3 Units**

CSU

Prerequisite: None

Description: An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs, and personal investing. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

BUS-80

Principles of Logistics   **3 Units**

CSU

Prerequisite: None

Description: An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture.

BUS-200

Business Administration Work Experience   **1-4 Units**

CSU*

Prerequisite: None

Advisory: Students should have paid or voluntary employment

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

CHEMISTRY

CHE-1A
General Chemistry, I   **5 Units**
(C-ID: CHEM 120S)
UC, CSU
Prerequisite: CHE-2A or CHE-3 and MAT-35
Description: The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CHE-1AH
Honors General Chemistry, I   **5 Units**
(C-ID: CHEM 120S)
UC, CSU
Prerequisite: CHE-2A or CHE-3 and MAT-35
Limitation on enrollment: Enrollment in the Honors Program
Description: The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory.(Letter Grade, or Pass/No Pass option.)

CHE-1B
General Chemistry, II   **5 Units**
(C-ID: CHE 110 CHEM 120S)
UC, CSU
Prerequisite: CHE-1A or CHE-1AH
Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CHE-1BH
Honors General Chemistry, II   **5 Units**
(C-ID: CHEM 120S)
UC, CSU
Prerequisite: CHE-1A or CHE-1AH
Limitation on enrollment: Enrollment in the Honors Program
Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH.54 hours lecture and 108 hours laboratory.(Letter Grade, or Pass/No Pass option.)

CHE-2A
Introductory Chemistry, I   **4 Units**
UC, CSU
Prerequisite: MAT-52
Description: Introduction to the nature of chemicals, their properties, chemical bonding, reactions, and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CHE-2B
Introductory Chemistry, II   **4 Units**
UC*, CSU
Prerequisite: CHE-2A
Description: Introduction to organic and biochemistry including: (1) structure, nomenclature, and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids, and (3) enzyme activity and inhibition. Meets the chemistry requirements for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CHICANO STUDIES
See ETHNIC STUDIES

COMMUNICATION STUDIES

COM-1
Public Speaking   **3 Units**
(C-ID: COMM 110)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-1H
Honors Public Speaking   **3 Units**
(C-ID: COMM 110)
UC, CSU
Prerequisite: None.
Advisory: COM-51 and qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-2
Persuasion in Rhetorical Perspective   **3 Units**
(C-ID: COMM 190)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-3
Argumentation and Debate   **3 Units**
(C-ID: COMM 120)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-6
Dynamics of Small Group Communication   **3 Units**
(C-ID: COMM 140)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-7
Oral Interpretation of Literature   **3 Units**
(C-ID: COMM 170)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9
Interpersonal Communication   **3 Units**
(C-ID: COMM 130)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-9H
Honors Interpersonal Communication   **3 Units**
(C-ID: COMM 130)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-12
Intercultural Communication   **3 Units**
(C-ID: COMM 150)
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option)

COM-13
Gender and Communication   **3 Units**
UC, CSU
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COM-51
Enhancing Communication Skills   **1 Unit**
Prerequisite: None
Description: Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

COMMUNITY INTERPRETATION

CMI-61
Introduction to Spanish English Translation   **3 Units**
Prerequisite: None
Advisory: Course intended for students with near native reading and writing skills in Spanish and English
Description: This course is an introduction to Spanish/English translation with an emphasis on developing writing style appropriate to text type. Text types covered will include correspondence, news media texts, and informational texts of a general nature. Students will focus on comprehension of source language texts and accurate expression of content in translations. Theoretical readings will be used to familiarize students with strategies, techniques and approaches to solving translation challenges. The course will cover the appropriate use of research materials as aids to translation. 54 hours lecture.

CMI-71
Bilingual Interpretation for the Medical Professions   **6 Units**
Prerequisite: None
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English
Description: This course is an introduction to the field of Spanish-English medical interpreting. The three modes of interpreting are practiced: simultaneous interpreting, consecutive interpreting and sight translation. Students will learn medical terminology in Spanish and English as they improve their interpreting skills. They also work with common word roots, suffixes and prefixes. Course includes a field observation component. 90 hours lecture and 54 hours laboratory. (TBA option)((Letter Grade, or Pass/No Pass option.)

CMI-81
Introduction to Court Interpreting   **6 Units**
Prerequisite: None
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English
Description: This course is an introduction to oral interpretation theory and practice in the legal professions, with emphasis on criminal law, civil law, mental health hearings, and cultural diversity in procedures. This course concentrates on developing general skills in sight translation, consecutive interpretation and simultaneous interpretation, and includes a field-observation component. 90 hours lecture and 54 hours laboratory. (TBA option)(Letter Grade or Pass/No Pass option.)

CMI-82
Intermediate Legal Interpreting   **4 Units**
Prerequisite: CMI-81
Description: This course builds upon skills practiced in CMI-81. Students review sight translation and consecutive interpretation. Considerable emphasis will be placed on simultaneous interpretation. Terminology covered will include Spanish-English legal terminology as well as the lexicon of fingerprinting, firearms, controlled substances and other subject areas dealt within court interpreting. Emphasis will be placed upon public speaking, discourse analysis and dual task exercises. 72 hours lecture.

CMI-91
Introduction to Translation and Interpretation for Business 3 Units
Prerequisite: None
Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English
Description: This course is an introduction to Spanish/English translation and interpretation as practiced in business settings. Students will focus on developing skills in interpreting and written translation while acquiring business terminology in Spanish and English. Emphasis will be placed on written translation and consecutive interpretation. Acquisition of bilingual business terminology will be reinforced through readings, oral practice and written work. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CMI-200
Community Interpretation Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass) Grade, or Pass/No Pass option.)

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

CAT-1A
Business Etiquette   1 Unit
Prerequisite: None
Description: This course provides students with both the knowledge and the skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-3
Computer Applications for Business   3 Units
(Same as BUS/CIS-3)
CSU
Prerequisite: None
Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CAT-30
Business English   3 Units
Prerequisite: None
Advisory: Keyboarding skills or CAT-53 and CAT-34A or CIS-34A or familiarity with Microsoft Word
Description: Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours of lecture. (Letter Grade, or Pass/No pass option)

CAT-31
Business Communications   3 Units
CSU
Prerequisite: None
Advisory: CAT-30
Description: This course is designed to teach the fundamentals of written and oral communications in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-50
Keyboarding and Document Processing   3 Units
CSU
Prerequisite: None
Description: Develops motor coordination, memory, thinking, and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-51
Intermediate Typewriting/Document Formatting   3 Units
CSU
Prerequisite: None
Advisory: Beginning typing skills and CAT-50
Description: Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CAT-53
Keyboarding/Typing Fundamentals   1 Unit
Prerequisite: None
Description: Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-54A
Introduction to Flash   3 Units
(Same as CIS-54A)
CSU
Prerequisite: None
Advisory: CAT/CIS-95A or competency in the use of a computer and familiarity with the Internet
Description: This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons, and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-55
Applied Accounting/Bookkeeping   3 Units
(Same as ACC-55)
Prerequisite: None

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

CAT-61
Professional Office Procedures   3 Units
Prerequisite: None
Advisory: CAT-3 and CAT-31 and CAT-51

Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-62
Records Management   3 Units
Prerequisite: None
Advisory: Knowledge of database management

Description: Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CAT-65
Introduction to Microsoft PowerPoint   1.50 Units
(Same as CIS-65)
CSU
Prerequisite: None

Description: Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

CAT-78A
Introduction to Adobe Photoshop   3 Units
(Same as CIS-78A)
CSU
Prerequisite: None

Description: Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images, and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option)

CAT-78B
Advanced Adobe Photoshop   3 Units
(Same as CIS-78B)
CSU
Prerequisite: CAT/CIS-78A

Description: Advanced techniques and methods for using Adobe Photo Shop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA Option)(Letter Grade, or Pass/No Pass option.)

CAT-79
Introduction to Adobe Illustrator   3 Units
(Same as CIS-79)
CSU
Prerequisite: None

Description: Fundamentals of Adobe Illustrator, including creating objects, drawing paths, designing with type, creating freehand drawing and illustration, importing and working with graphics. Development of a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-80
Word Processing: Microsoft Word for Windows   3 Units
(Same as CIS-80)
CSU
Prerequisite: None
Advisory: Typing knowledge/skills with at least 40 wpm

Description: This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA Option)

CAT-81
Introduction to Desktop Publishing using
Adobe InDesign   3 Units
(Same as CIS-81)
CSU
Prerequisite: None

Description: Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-93
Computers for Beginners   3 Units
(Same as CIS-93)
CSU
Prerequisite: None

Description: This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-98A
Introduction to Excel   1.50 Units
(Same as CIS-98A)
Prerequisite: None.

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-200
Computer Applications and Office Technology
Work Experience   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

COMPUTER INFORMATION SYSTEMS

CIS-1A
Introduction to Computer Information Systems   **3 Units**
(C-ID: ITIS 120)
UC, CSU
Prerequisite: None.
Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-1B
Advanced Concepts in Computer Information Systems   **3 Units**
CSU
Prerequisite: CIS-1A
Description: Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking, and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-2
Fundamentals of Systems Analysis   **3 Units**
(Same as CSC-2)
CSU
Prerequisite: None
Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-3
Computer Applications for Business   **3 Units**
(Same as BUS/CAT-3)
CSU
Prerequisite: None.
Description: This course introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-4
Practical Computer Security   **3 Units**
CSU
Prerequisite: None.
Description: Introductory course in computer security. Provides awareness for computer users to protect user accounts and computer systems from attacks. Projects illustrate the security software and hardware configuration. 54 hours lecture and 18 hours laboratory.

CIS-5
Programming Concepts and Methodology I: C++   **4 Units**
(Same as CSC-5)
(C-ID: COMP 122)
UC, CSU
Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

CIS-7
Discrete Structures   **3 Units**
(Same as CSC-7)
(C-ID: COMP 152)
UC, CSU
Prerequisite: CIS/CSC-5
Description: This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory(TBA option).

CIS-11
Computer Architecture and Organization: Assembly   **3 Units**
(Same as CSC-11)
(C-ID: COMP142)
UC, CSU
Prerequisite: None
Advisory: CIS/CSC-5
Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory.(TBA option)

CIS-12

PHP Dynamic Web Site Programming   **3 Units**
(Same as CSC-12)

CSU

Prerequisite: None

Advisory: CIS/CSC-5 and CIS-14A and CIS/CSC-72A

Description: Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab)(Letter Grade, or Pass/No Pass option.)

CIS-14A

Web Programming: JavaScript   **3 Units**
(Same as CSC-14A)

CSU

Prerequisite: None

Advisory: Previous programming experience and knowledge of HTML, CSC/CIS-5 and CIS-72A

Description: Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, creating dynamic content, and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA Option) (Letter Grade, or Pass/No Pass option.)

CIS-14B

Web Programming: Active Server Pages   **3 Units**

CSU

Prerequisite: None

Advisory: CIS/CSC-5 and CIS-72A

Description: Fundamentals of server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects, and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-17A

Programming Concepts and Methodology II: C++   **3 Units**
(Same as CSC-17A)

(C-ID: COMP 152)

UC, CSU

Prerequisite: CIS/CSC-5

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-17B

C++ Programming: Advanced Objects   **3 Units**
(Same as CSC-17B)

UC, CSU

Prerequisite: None

Advisory: CIS/CSC-17A

Description: This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

CIS-17C

C++ Programming: Data Structures   **3 Units**
(Same As CSC-17C)

UC, CSU

Prerequisite: None

Advisory: CIS/CSC-17A

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18A

Java Programming: Objects   **3 Units**
(Same as CSC-18A)

UC, CSU

Prerequisite: None

Advisory: CIS/CSC-5

Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object- oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18B

Java Programming: Advanced Objects   **3 Units**
(Same as CSC-18B)

UC, CSU

Prerequisite: None

Advisory: CIS/CSC-18A

Description: This is an advanced Java programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-18C

Java Programming: Data Structures   **3 Units**
(Same as CSC-18C)

UC, CSU

Prerequisite: None

Advisory: CIS/CSC-18A

Description: This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles, and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

COURSE DESCRIPTIONS

CIS-20
Systems Analysis and Design   **3 Units**
(Same as CSC-20)
CSU
Prerequisite: CIS-2
Advisory: Students should have a working knowledge of MS Access
Description: Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-21
Introduction to Operating Systems   **3 Units**
(Same as CSC-21)
CSU
Prerequisite: CIS-1A
Description: An introduction to operating system concepts, structure, functions, performance, and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-35
Introduction to Simulation and Game Development   **3 Units**
CSU
Prerequisite: None
Description: An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries'entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-36
Introduction to Computer Game Design   **3 Units**
CSU
Prerequisite: None.
Description: An introduction to the fundamental techniques, concepts, and vocabulary of computer game design. Students will explore analog game design principles and apply modern game design and development methodologies and principles to create their own electronic games. Topics include game genres, design documents, and game design principles such as level design, gameplay, balancing and user interface design. 54 hours lecture and 18 hours laboratory.

CIS-37
Beginning Level Design/Computer Games   **3 Units**
(Same as GAM-37)
CSU
Prerequisite: None
Description: An introduction to the fundamental techniques, concepts, and vocabulary of computer game level design. Students will create environments, place objects in those environments, and control those objects via a scripting language. Topics include frame rate, game flow and pacing. Students will create 3D computer games using a game engine such as Unreal. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

CIS-38A
Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations   **4 Units**
(Same as GAM-38A)
CSU
Prerequisite: None
Description: Create computationally efficient 3D digital models of both living and inanimate objects and then implement them in a real-time interactive simulation or video game. Topics include model construction using tri meshes and splines, applying basic surface detailing, understanding how model design effects computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to one or more rigid bodies. 54 hours lecture and 54 hours laboratory.

CIS-38B
Simulation and Gaming/3D Animation for Real-Time Interactive Simulations   **4 Units**
(Same as GAM-38B)
CSU
Prerequisite: CIS-38A
Description: Animate both living and inanimate objects created with a 3D modeling program and then implement them in a real-time interactive simulation or video game. Topics include linear and non-linear attribute interpolation, path, forward and reverse kinematics animation. Additional topics include understanding how animation parameters affect computing performance, importing vertex and edge vectors into a game engine, and applying basic user and game world interactivity to a rigid body. 54 hours lecture and 54 hours laboratory.

CIS-38C
Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations   **4 Units**
CSU
Prerequisite: CIS-38B or GAM-38B
Description: Create dramatic cinematic sequences based on 3D animations of both living and inanimate objects. Topics include combining animated models with simulations of real world dynamics such as wind, water, fire, smoke, and gravity. Short animated sequences will be modeled, animated, and then rendered into frames. Hardware and software rendered frames will then be composted and added to a game engine. 54 hours lecture and 54 hours laboratory.

CIS-39
Current Techniques in Game Art   **4 Units**
(Same as GAM-39)
CSU
Prerequisite: None
Advisory: Ability to manipulate graphics including layers and textures with PhotoShop or concurrent enrollment in, CAT/CIS-78A or ADM-71A
Description: Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

CIS-54A
Introduction to Flash   **3 Units**
(Same as CAT-54A)
CSU
Prerequisite: None
Advisory: CAT/CIS-95A or competency in the use of a computer and familiarity with the Internet.
Description: This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons, and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-56A
Designing Web Graphics   **3 Units**
CSU
Prerequisite: None
Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such a s CAT/CIS-95A
Description: This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-61
Introduction to Database Theory   **3 Units**
(Same as CSC-61)
CSU
Prerequisite: None.
Advisory: CIS-3 and CAT-30 or CAT-30A
Description: An introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours of lecture and 18 hours laboratory. (TBA Option)

CIS-65
Introduction to Microsoft Powerpoint   **1.50 Units**
(Same as CAT-65)
CSU
Prerequisite: None
Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CAT 65) (Letter Grade, or Pass/No Pass option.)

CIS-72A
Introduction to Web Page Creation   **1.50 Units**
CSU
Prerequisite: None
Advisory: CIS-95A or competency in the use of a computer, familiarity with the Internet.
Description: An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)(TBA option)

CIS-72B
Intermediate Web Page Creation Using Cascading Style Sheets
(CSS)   **1.50 Units**
CSU
Prerequisite: None
Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A
Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-76A
Introduction to Microsoft Expression Web   **3 Units**
CSU
Prerequisite: None
Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders
Description: This course provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a web site. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-76B
Introduction to Dreamweaver   **3 Units**
CSU
Prerequisite: None
Advisory: CIS-95A
Description: Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-78A
Introduction to Adobe Photoshop   **3 Units**
(Same as CAT-78A)
CSU
Prerequisite: None
Description: Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images, and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option)

CIS-78B
Advanced Adobe Photoshop   **3 Units**
(Same as CAT-78B)
CSU
Prerequisite: CIS-78A or CAT-78B
Description: Advanced techniques and methods for using Adobe PhotoShop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-79
Introduction to Adobe Illustrator   **3 Units**
(Same as CAT-79)
CSU
Prerequisite: None
Description: Fundamentals of Adobe Illustrator, including creating objects, drawing paths, designing with type, creating freehand drawing and illustration, importing and working with graphics. Development of a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-80
Word Processing: Microsoft Word for Windows **3 Units**
(Same as CAT-80)
CSU
Prerequisite: None
Advisory: Typing knowledge/skills with at least 40 wpm
Description: This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

CIS-81
Introduction to Desktop Publishing using
Adobe InDesign   **3 Units**
(Same as CAT-81)
CSU
Prerequisite: None
Description: Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CIS-90
Microsoft Outlook   **3 Units**
(Same as CAT-90)
CSU
Prerequisite: None.
Description: This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-93
Computers for Beginners   **3 Units**
(Same as CAT-93)
CSU
Prerequisite: None
Description: This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-95A
Introduction to the Internet   **1.50 Units**
(Same as CAT-95A)
CSU
Prerequisite: None
Description: Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

CIS-98A
Introduction to Excel   **1.50 Units**
(Same as CAT-98A)
CSU
Prerequisite: None.
Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CIS-200
Computer Information Systems Work Experience **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

DANCE

DAN-6
Dance Appreciation   **3 Units**
UC, CSU
Prerequisite: None
Description: A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

DAN-D19
Conditioning for Dance   **1 Unit**
UC, CSU
Prerequisite: None
Description: Students will develop their strength, flexibility, endurance, movement memory, balance and coordination to prepare for other dance classes or athletic activity. The course is designed to introduce basic movement skills from dance and exercise for body conditioning. 54 hours laboratory.

DAN-D20
Introduction to Social Dance   **1 Unit**
UC, CSU
Prerequisite: None
Description: This course is designed to introduce students to social dance technique. Styles to be studied will include Waltz, Cha cha, Fox trot, or Swing. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DAN-D21
Ballet, Beginning   **1 Unit**
UC, CSU
Prerequisite: None.
Description: This class will provide an opportunity to learn, practice and apply beginning level ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DAN-D30
Social Dance Styles   **1 Unit**
UC, CSU
Prerequisite: None
Description: This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy Hop, Salsa, or Night Club Two-Step. 54 hours laboratory.

DAN-D31
Hip-Hop Dance, Beginning   **1 Unit**
UC, CSU
Prerequisite: None
Description: Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DAN-D32
Jazz, Beginning   **1 Unit**
UC, CSU
Prerequisite: None
Description: Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

DAN-D37
Modern Dance, Beginning   **1 Unit**
UC, CSU
Prerequisite: None.
Description: Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DAN-D43
Tap, Beginning   **1 Unit**
UC, CSU
Prerequisite: None
Description: Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. 54 hours laboratory.

DAN-D44
Tap, Intermediate   **1 Unit**
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. 54 hours laboratory.

DAN-D46
Pilates Mat Work   **1 Unit**
UC*, CSU
Prerequisite: None.
Description: This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improving alignment, body awareness and control. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

DENTAL ASSISTANT

1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD's "Ability to Benefit" test.
3. High School Diploma, equivalent or post secondary degree
4. Valid CPR certification (BLS Healthcare Provider)
5. Verification of receiving the required vaccinations, TB testing and medical examination Meeting minimum requirements does not guarantee admission into the program

Selection Process: The following priority given to those candidates meeting the minimum requirements:

First Priority Selection:
Students meeting all eligibility requirements and residing within the District. Applications will be assigned a number and all numbers will be randomly selected. Once the maximum number of students is selected, the other applications will be assigned to a waiting list according to the order they are selected. This waiting list is valid for that year only.

Second Priority Selection:
Students meeting all eligibility requirements but not residing within the District. This category will be used only if there are not enough applicants to fill the program needs from the first priority selection category. The number of students selected from the second priority selection pool of applicants will depend on the number of applicants needed to fill the program.

DEA-10
Introduction to Dental Assisting and Chairside Assisting
4.50 Units

Prerequisite: ENG-50 or ENG-80 or qualifying placement level
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student to the practice and history of dentistry including dental specialties, legal responsibilities and roles of the dental auxiliary, ethical decision making, dental terminology, dental charting, dental equipment, instrument identification, patient communication skills, and the provision of oral hygiene instructions. 54 hours lecture and 81 hours laboratory.

DEA-20
Infection Control for Dental Assistants
2 Units
Prerequisite: None
Limitation on enrollment: Enrollment in the Dental Assistant Program
Corequisite: DEA-10 and DEA-21
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student to Center of Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) infection control standards and protocols, general safety protocols, general description of microorganisms, concepts of disease spread and its prevention, and how to manage hazardous chemicals used in dentistry. 36 hours lecture and 10 hours laboratory.

DEA-21
Introduction to Radiology for Dental Assistants
2.50 Units
Prerequisite: None
Limitation on enrollment: Enrollment in the Dental Assistant Program
Corequisite: DEA-10 and DEA-20
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course includes the production, characteristics, and biological effects of radiation, the function, components and operation of the x-ray unit; radiation protection and monitoring; chemistry and techniques associated with x-ray film development. Introduction to anatomical landmarks, intraoral long-cone radiographic techniques for exposing bitewing, periapical and occlusal films are taught in this course. 27 hours lecture and 54 hours laboratory. (TBA Option)

DEA-22
Introduction to Supervised Externships
1.50 Units
Prerequisite: DEA-10
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student supervised clinical experience in chairside dental assisting. The students will be assigned to the MVC Dental Hygiene Clinic and local general practices. 9 hours lecture and 70 hours laboratory.

DEA-23
Introduction to Dental Sciences
3 Units
Prerequisite: None
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course is an overview of embryologic development of structures of the head and neck, teeth, and oral cavity; histology of the hard and soft tissues of the oral cavity; the developmental and structural defects involving the oral cavity and teeth; introduction to diseases of the oral cavity including periodontal disease and caries; and general pathology found in the head and neck region. 54 hours lecture.

DEA-24
Dental Materials for the Dental Assistant
2 Units
Prerequisite: None
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course includes the manipulation of dental materials commonly prepared and used by the dental assistant including temporary dressings, impression materials, cement bases and liners, topical agents, composites, resins, and amalgam. 18 hours lecture and 64 hours laboratory.

DEA-30
Intermediate Chairside Dental Assisting
2 Units
Prerequisite: DEA-20 and DEA-23 and DEA-24
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course covers clinical chairside dental assisting duties of the fabrication and cementation of a temporary crown, fabrication and delivery of bleaching splint, fabrication of a sports mouthguard, armamentarium and procedure for the placement of pit and fissure sealants. 18 hours lecture and 54 hours laboratory.

DEA-31
Radiology for Dental Assistants
1 Unit
Prerequisite: DEA-10 and DEA-20 and DEA-21
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course includes the evaluation of the quality of a radiographic film, recognition of anomalies, specialized techniques for the pedodontic, endodontic and edentulous patient, principles of panoramic and cephalometric films, and digital radiography. 9 hours lecture and 36 hours laboratory.

DEA-32
Intermediate Supervised Externships
1 Unit
Prerequisite: DEA-10 and DEA-20 and DEA-22 and DEA-24 and DEA-23
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course provides the student with supervised clinical experience in chairside dental assisting. The student will be assigned to local general practices where they will assist dentist with basic dental procedures. 9 hours lecture and 32 laboratory hours. (TBA option)

DEA-40A
Advanced Chairside Surgical Dental Assistant
3.50 Units
Prerequisite: DEA-30 and DEA-32, (A minimum of two years experience in a dental surgery practice or a valid Registered Dental Assistant license from the State of California are also accepted for this prerequisite.)
Limitation on enrollment: Enrollment in the Dental Assistant Program or valid California Registered Dental Assistant license
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course provides specialized knowledge and skills to perform chairside dental assisting in an Oral and Maxillofacial Surgical and Periodontal practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, infection control, emergency management, treatment planning, pain and anxiety management, oral and maxillofacial pathology, specific nerve anatomy and physiology of the cardiovascular and respiratory system, and medically compromised patients as they relate to the surgery patient. 40 hours lecture and 81 hours laboratory. (TBA option)

DEA-40B
Advanced Chairside Orthodontic Dental Assistant　　3 Units
Prerequisite: DEA-30
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course provides specialized knowledge and skills to perform chairside dental assisting in an orthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, pharmacology, dental materials, legal and ethical considerations, infection control, emergency management, and treatment planning as they relate to the orthodontic patient. 18 hours lecture and 108 hours laboratory. (TBA option)

DEA-40C
Advanced Chairside Restorative Dental Assistant　　5 Units
Prerequisite: DEA-30 and DEA-32
Limitation on enrollment: Enrollment in the Dental Assistant Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course provides specialized knowledge and skills to perform advanced chairside dental assisting procedures in a general or prosthodontic practice. The course includes didactic, laboratory and clinical instruction on dental sciences, dental materials and procedures, treatment planning, legal and ethical considerations, as they relate to the restorative patient. 36 hours lecture and 162 hours laboratory. (TBA option)

DEA-41
Dental Office Procedures　　1.50 Units
Prerequisite: None
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. This course is an introduction to purchasing, inventory and cost control; banking and payroll procedures; billing and insurance procedures; collection of accounts; treatment plan and case presentations; and scheduling of patients, while preparing the student with interview skills as well as resume writing. Additionally, the course will prepare the student to deal with law and ethics pertaining to the dental assistant working in the field. 18 hours lecture and 36 hours computer laboratory. (TBA option)

DENTAL HYGIENE

DEH-10A
Pre-Clinical Dental Hygiene #1　　2.50 Units
CSU
Prerequisite: AMY-2A or BIO-50A, AMY-2B or BIO-50B, COM-1 or COM-1H, ENG-1A or ENG-1AH, MIC-1 or BIO-55
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of pre-clinical experiences. This course is a laboratory course designed to orient the student to the role of the dental hygienist and develop basic skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. Student will be required to do observations at specific local dental offices. 144 hours laboratory.

DEH-10B
Pre-Clinical Dental Hygiene #2　　1 Unit
CSU
Prerequisite: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-19
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of DEH 10A and is designed to facilitate the development of clinical skills and techniques required to perform dental hygiene services. Requires evaluation of clinical performance through demonstration of skill acquisition and level of competency. Students will work on typodonts and classmates. 54 hours laboratory.

DEH-11
Principles of Dental Hygiene　　2 Units
CSU
Prerequisite: AMY-2A or BIO-50A, AMY-2B or BIO-50B, COM-1 or COM-1H, ENG-1A or ENG-1AH
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will provide the student with the scientific knowledge and theory of the basic principles of dental hygiene techniques and procedures for the clinical aspect of dental hygiene. 36 hours lecture.

DEH-12A
Principles of Oral Radiology　　1 Unit
CSU
Prerequisite: AMY-2A or BIO-50A, ENG-1A and MAT-52
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-11, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the basic principles and techniques of exposing and processing dental radiographs. Emphasis will be placed on the concepts of radiologic imaging, quality assurance, legal aspects, hazardous waste management, radiation health, and basic radiologic imaging interpretation. 18 hours lecture.

DEH-12B
Oral Radiology Laboratory　　1 Unit
CSU
Prerequisite: AMY-2A or BIO-50A and MAT-52
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-11, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This laboratory course is designed to provide the student the avenue to implement knowledge obtained from the lecture course: DEH-12A and 13. Students will experience exposing, processing, mounting, charting, critiquing and interpreting radiographs on manikins and patients. 54 hours laboratory.

DEH-13
Infection Control in Dentistry   1 Unit
CSU
Prerequisite: CHE-2A, CHE-2B, ENG-1A or ENG-1AH and MIC-1 or BIO-55
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-12A, DEH-12B, DEH-14, DEH-15, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to provide the student with the principles and practical application of universal precaution and other infection control concepts. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC), and the Dental Board of California (DBC) standards will be presented and discussed. Procedures and policies learned will be applied in all clinical dental hygiene courses. 18 hours lecture.

DEH-14
Systems Analysis of Dental Anatomy, Morphology, Histology and Embryology   3 Units
CSU
Prerequisite: AMY-2A or BIO-50A, AMY-2B or BIO-50B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-15, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a systematic approach to histological structures and embryonic development of oral human tissues, morphological characteristics of teeth with an emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 49.5 hours lecture and 13.5 hours laboratory.

DEH-15
Head and Neck Anatomy   2 Units
CSU
Prerequisite: AMY-2A or BIO-50A, AMY-2B or BIO-50B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-16 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course emphasizes specialized and interrelated structures of the head and neck, and associated structures surrounding and including the oral cavity. 36 hours lecture.

DEH-16
Preventive Dentistry   1.50 Units
CSU
Prerequisite: CHE-2A, CHE-2B, COM-1 or COM-1H, ENG-1A or ENG-1AH, KIN-4, MIC-1 or BIO-55, PSY-1 or PSY-1H, SOC-1 or SOC-1H
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15 and DEH-17
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course provides the fundamentals of preventive dentistry concepts and modalities including the dental assessment, diagnosis, treatment planning, and implementation of clinical preventive procedures. The emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 27 hours lecture.

DEH-17
General Pathology   2 Units
CSU
Prerequisite: AMY-2A or BIO-50A, AMY-2B or BIO-50B, MIC-1 or BIO-55
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15 and DEH-16
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will learn about the basic pathologic mechanisms in human disease. There will be emphasis on the inflammation and repair, and immunity. Students will also learn about clinical aspects of diseases and disorders that will be encountered in the clinical setting. 36 hours lecture.

DEH-19
Pain Control   2.50 Units
CSU
Prerequisite: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-10B
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to the theory, concepts, techniques, and drugs utilized in dentistry to achieve adequate pain control through local anesthesia and nitrous oxide/oxygen sedation. Students practice local anesthesia injections and administer nitrous oxide/oxygen on classmates. 27 hours lecture and 54 hours laboratory.

DEH-20A
Clinical Dental Hygiene #1   3 Units
CSU
Prerequisite: None
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and basic clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 162 hours laboratory. (Pass/No Pass only.)

DEH-20B
Clinical Dental Hygiene #2   1 Unit
CSU
Prerequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28
Limitation on enrollment (e.g. Performance tryout or audition): Enrollment in the Dental Hygiene Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with gingivitis and early to moderate periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory.

DEH-21
Clinical Seminar #1　　　　　　　　　　1 Unit
CSU
Prerequisite: DEH-10B and DEH-19
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. This course focuses on clinical issues and experiences of the students. Emphasis will be placed on communication, clinical protocols, chart management, and patient management and assessment issues. The dental hygiene portfolio will be introduced. 18 hours lecture.

DEH-22
Oral Radiology Interpretation　　　　　　1 Unit
CSU
Prerequisite: DEH-10B and DEH-19
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course focuses on radiographic interpretation of full mouth series, periapical, and panoramic radiographs. Identification of anatomical landmarks, developmental defects, and lesions affecting the oral structures, carious lesions, periodontal disease and other maxillofacial radiographic pathology will be covered. 18 hours lecture.

DEH-23
Introduction to Periodontology　　　　　2 Units
CSU
Prerequisite: DEH-10B and DEH-19DE
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-22, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The student will be introduced to a continuation of the study of Periodontics. This course is an introduction of the basic concepts of Periodontics. Emphasis will be placed on the periodontium and the etiology, diagnosis, treatment planning, and prevention of periodontal disease. 36 hours lecture.

DEH-24
Ethics　　　　　　　　　　　　　　　1 Unit
CSU
Prerequisite: DEH-10B and DEH-19DE
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-25, DEH-26, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to ethics and professionalism as it relates to the profession of dental hygiene. Emphasis will be placed on the challenges of providing ethical care in the clinical setting. 18 hours lecture.

DEH-25
Medical and Dental Emergencies　　　　1 Unit
CSU
Prerequisite: DEH-10B and DEH-19DE
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-26, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to planning for the patients medical management, including prevention, anticipation of potential medical emergencies and implementing appropriate treatment. Emphasis is placed on a problem-based approach to management of medical emergencies. 18 hours lecture.

DEH-26
Dental Treatment of Geriatric and Medically Compromised Patients　　　　　　　　　　　　2 Units
CSU
Prerequisite: DEH-10B and DEH-19DE
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-27 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to the special needs of the geriatric and medically compromised patients. Emphasis will be placed on the value of a thorough evaluation and risk assessment of patients, and determining the need for supplemental laboratory test and medical consultations. 36 hours lecture.

DEH-27
Oral Pathology　　　　　　　　　　2.50 Units
CSU
Prerequisite: DEH-10B and DEH-19
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26 and DEH-28
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course provides the student with an introduction to pathologic conditions that directly or indirectly affect the oral cavity and adjacent structures. Students will learn a spectrum of signs and symptoms accompanied by clinical slides to learn how to correctly make a differential diagnosis. 45 hours lecture.

DEH-28
Basic and Applied Pharmacology　　　　2 Units
CSU
Prerequisite: DEH-10B and DEH-19
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26 and DEH-27
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The course introduces the student to the basic principles of pharmacology. Emphasis is on the use, actions, and clinical implications/ contraindications to medications. 36 hours lecture.

COURSE DESCRIPTIONS

DEH-30A
Clinical Dental Hygiene #3   **3.50 Units**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-31, DEH-32, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 192 hours laboratory. (Pass/No Pass only)

DEH-30B
Clinical Dental Hygiene #4   **1 Unit**
CSU
Prerequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with early to advanced periodontal disease. Requires evaluation of clinical performance through the demonstration of skill acquisition and clinical competency. 72 hours laboratory. (Pass/No Pass only.)

DEH-31
Clinical Seminar #2   **1 Unit**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-32, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene issues that are implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis will be placed on assessment and treatment planning of moderate to advanced periodontal cases. The development of the dental hygiene portfolio will be continued. 18 hours lecture.

DEH-32
Dental Materials   **3 Units**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-31, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is the study of the properties, composition and manipulation of materials used in dentistry. The study of dental materials provides the student with the scientific rationale for selecting and using specific materials as well as understanding the varied relationships of dental biomaterials. 40 hours lecture and 45 hours laboratory.

DEH-33
Periodontology   **1 Unit**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-31, DEH-32, DEH-35, DEH-34, DEH-36 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students will expand their knowledge of Periodontology to include analysis of periodontal tissues, and the mechanisms and causes in various pathologic processes. Emphasis will be placed on therapeutic goals and techniques to attain and maintain periodontal health in the clinical setting. 18 hours lecture.

DEH-34
Community Dental Health Ed #1   **1 Unit**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-35, DEH-36 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. 18 hours lecture

DEH-35
Community Dental Health Education Practicum #1   **1 Unit**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-36 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education practicum that introduces concepts of school lesson planning, development and evaluation mechanisms. Students will also have the opportunity to coordinate dental health education with educational and community systems. 9 hours lecture and 27 hours laboratory.

DEH-36
Research Methodology   **2 Units**
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-35 and DEH-37
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This is an introductory course that will allow the student to learn the fundamentals of research design and methodology, and acquire skills to critique scientific literature. The use of Internet and different search engines will be incorporated in this course. 36 hours lecture.

DEH-37
Nutrition in Dentistry   1 Unit
CSU
Prerequisite: DEH-20B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-35 and DEH-36
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is designed to introduce the student to nutritional principles as they related to overall health of the patient with special emphasis on the nutrition as it relates to oral health. 18 hours lecture.

DEH-40
Clinical Dental Hygiene #5   4 Units
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program.
Corequisite: DEH-41, DEH-42, DEH-43, DEH-44, DEH-45 and DEH-46
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. The students are exposed to the continuation of clinical dental hygiene. Students apply knowledge, critical thinking and clinical skills acquired in previous completed dental hygiene courses. Emphasis is placed on periodontal maintenance and recall patients with moderate to advanced periodontal disease. Students will do rotations to observe the different aspects of dentistry. Requires evaluation of clinical performance through the demonstration of clinical competence. 216 hours laboratory. (Pass/No Pass only.)

DEH-41
Clinical Seminar #3   1 Unit
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-40, DEH-42, DEH-43, DEH-44, DEH-45 and DEH-46
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students are exposed to the continuation of clinical dental hygiene issues that will be implemented in the clinical setting. The course focuses on clinical issues and experiences of the students. Emphasis is on developing critical thinking skills when implementing dental hygiene treatment plans. The development of the dental hygiene portfolio will be completed in this course. 18 hours lecture.

DEH-42
Practice Management and Jurisprudence   2 Units
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-40, DEH-41, DEH-43, DEH-44, DEH-45 and DEH-46
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course will introduce the student to the dental economics of a dental hygiene practice within a private dental practice. Students will become familiar with dental office procedures including computer dental office management programs as well as tissue management systems. Emphasis will be placed on the scope of practice of dental professionals as outlined by the California State Dental Practice Act (DPA). 36 hours lecture.

DEH-43
Advanced Periodontology   1 Unit
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-40, DEH-41, DEH-42, DEH-44, DEH-45 and DEH-46
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The students will perform an in-depth analysis of current literature and how to implement the information to accomplish evidence-based dental hygiene care. 18 hours lecture.

DEH-44
Community Dental Health Education #2   1 Unit
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-40, DEH-41, DEH-42, DEH-43, DEH-45 and DEH-46
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

DEH-45
Community Dental Health Education Practicum #2   1 Unit
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-40, DEH-41, DEH-42, DEH-43, DEH-44 and DEH-46
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene program. This course is a continuation of dental health practicum that emphasizes the assessment, diagnosis, planning, implementation, and evaluation of community programs. 9 hours lecture and 27 hours laboratory.

DEH-46
Advanced Topics in Dental Hygiene   1 Unit
CSU
Prerequisite: DEH-30B
Limitation on enrollment: Enrollment in the Dental Hygiene Program
Corequisite: DEH-40, DEH-41, DEH-42, DEH-43, DEH-44 and DEH-45
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course examines advanced topics in the field of dental hygiene to prepare students to transition into the private practice arena. Students will discuss how to integrate topics into their clinical practices. Latest clinical duties approved by the Dental Board of California will be discussed. 18 hours lecture.

DEH-200
Dental Hygiene Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

EARLY CHILDHOOD EDUCATION

EAR-19
Observation and Assessment in
Early Childhood Education   3 Units
(C-ID: ECE 200)
CSU
Prerequisite: None.
Description: The appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture.

EAR-20
Child Growth and Development   3 Units
(C-ID: CDEV 100)
UC, CSU
Prerequisite: None
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

EAR-23
Family Home Child Care Program   3 Units
CSU
Prerequisite: None.
Description: Meets the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture.

EAR-24
Introduction to Curriculum   3 Units
(C-ID: ECE 130)
CSU
Prerequisite: None
Description: This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture.

EAR-25
Teaching in a Diverse Society   3 Units
(C-ID: ECE 230)
UC, CSU
Prerequisite: None
Description: Examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture.

EAR-26
Health, Safety and Nutrition   3 Units
(C-ID: ECE 220)
CSU
Prerequisite: None.
Description: Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. 54 hours lecture.

EAR-28
Principles and Practices of Teaching Young Children   3 Units
(C-ID: ECE 120)
CSU
Prerequisite: None
Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

EAR-30
Practicum in Early Childhood Education   **4 Units**
(C-ID: ECE 210)
CSU
Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42
Description: In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Lab hours will be completed under the direction of a qualified Master Teacher (Child Development Permit Matrix, California Commission on Teacher Credentialing) with 3 units of supervised field experience in ECE setting. 36 hours lecture and 108 hours laboratory.

EAR-33
Infant and Toddler Development   **3 Units**
CSU
Prerequisite: None
Description: A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture. (Letter Grade only.)

EAR-34
Infant and Toddler Care and Education   **3 Units**
CSU
Prerequisite: None
Description: Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture. (Letter Grade only.)

EAR-35
Practicum in Infant and Toddler Care   **3 Units**
CSU
Prerequisite: EAR-20
Advisory: EAR-33 and EAR-34
Description: This is a supervised teaching experience in the care and education of infants and toddlers. Emphasis is on applying the principles and practices of high quality infant care programs. Students will participate in and ultimately plan and develop a comprehensive infant/toddler program consistent with Title 22 licensing regulations and the physical, emotional, social, cognitive, and creative needs of the infant/toddler. Work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units is required. 36 hours lecture and 54 hours laboratory (TBA option)

EAR-38
Adult Supervision and Mentoring in
Early Care and Education   **3 Units**
CSU
Prerequisite: None.
Description: Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture. (Letter Grade only.)

EAR-40
Introduction to Children with Special Needs   **3 Units**
CSU
Prerequisite: None
Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only.)

EAR-41
Practicum in Early Intervention/Special Education   **4 Units**
CSU
Prerequisite: EAR-20, EAR-24, EAR-28, EAR-42
Advisory: EAR-40 or EAR-46
Description: This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory. (TBA option)

EAR-42
Child, Family, and Community   **3 Units**
(C-ID: CDEV 110)
CSU
Prerequisite: None.
Description: An examination of the developing child in a societal context focusing on child, family, and the community with an emphasis on historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture.

EAR-43
Children with Challenging Behaviors   **3 Units**
CSU
Prerequisite: EAR-19 EAR-20
Description: This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing reasons children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

EAR-44
Administration I: Programs in
Early Childhood Education   **3 Units**
CSU
Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42
Description: Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture. (Letter Grade only.)

EAR-45
Administration II: Personnel and Leadership in Early
Childhood Education   **3 Units**
CSU
Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42
Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture. (Letter Grade only.)

EAR-46
Curriculum and Strategies for Children with
Special Needs   **3 Units**
CSU
Prerequisite: None
Advisory: EAR-40
Description: Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture.

EAR-47
Childhood Stress and Trauma   **3 Units**
CSU
Prerequisite: None
Description: This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short-and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture.

EAR-200   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

ECONOMICS

ECO-4
Introduction to Economics   **3 Units**
UC, CSU
Prerequisite: None.
Description: An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture.

ECO-5
Economics of the Environment   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Qualification for English 1A
Description: Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

ECO-6
Introduction To Political Economy   **3 Units**
(Same as POL-6)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

ECO-7
Principles of Macroeconomics **3 Units**
(C-ID: ECON 202)
UC, CSU
Prerequisite: MAT-52
Advisory: MAT-35 and qualification for ENG-1A
Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-7H
Honors Principles of Macroeconomics **3 Units**
(C-ID: ECON 202)
UC, CSU
Prerequisite: MAT-52
Advisory: MAT-35 and Qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

ECO-8
Principles of Microeconomics **3 Units**
(C-ID: ECON 201)
UC, CSU
Prerequisite: MAT-52
Advisory: MAT-35 and qualification for ENG-1A.
Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

ECO-8H
Honors Principles of Microeconomics **3 Units**
(C-ID: ECON 201)
UC, CSU
Prerequisite: MAT-52
Advisory: MAT-35 and qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors program
Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

EDUCATION

EDU-1
Introduction to Elementary Classroom Teaching **4 Units**
(C-ID: EDUC 200)
UC, CSU
Prerequisite: None
Description: This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture, 54 hours laboratory.

EDU-51
Leadership Development Studies **3 Units**
CSU
Prerequisite: None
Description: Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Course emphasis is placed on assessing leadership skills, evaluating interactions among leaders and followers, situations, communicating within groups, managing conflict, goal setting and delegating tasks. 36 hours lecture and 54 hours laboratory.

EMERGENCY MEDICAL SERVICES

Prior to acceptance into the EMT Program, students must first enroll into the Moreno Valley College and complete the enrollment requirements. (If you are already a Riverside Community College District student ID, you don't have to do this step) Attend or view the EMT program orientation and complete all the requirements prior to the start of class. Students must purchase a uniform and complete a background check, healthcare screening and have a valid American Heart Association Healthcare Provider level CPR card prior to the start of the program. The requirements will be explained in the orientation.

Prior to acceptance to the Paramedic Program, students must have the following: a valid EMT card and a valid American Heart Association Healthcare Provider level CPR card (both to remain current throughout the program), a high school diploma or GED, verification of at least 18 years of age, documentation of at least one year and 1000 hours of paid or volunteer service as an EMT (50 percent of the experience must be in the prehospital setting,) and successful completion of BIO-45 (formerly AMY-10) or equivalent. Attendance at orientation and successful completion of paramedic preparatory class are also required. Students will receive further details upon acceptance into program. Students must purchase a uniform and complete a background check and healthcare screening prior to the start of the program. Before taking any of these steps, attendance at orientation and successful completion of paramedic preparatory class are also mandatory. It is highly recommended that students take courses in medical terminology, medical math and English composition before the program begins.

EMS-40

Emergency Medical Technician Continuing Education   **1 Unit**
Prerequisite: None
Advisory: EMS 50 and 51 or a current EMT certification
Description: This course is designed to provide the information required to fulfill the continuing education of the certified EMT in pre-hospital emergency medical care. This course meets the 24 hour refresher requirements of the state and local accreditation bodies. 16 hours lecture and 8 hours laboratory. (Letter grade only)

EMS-50

Emergency Medical Technician   **7 Units**
Prerequisite: None
Limitation on enrollment: American Heart Association CPR Certification, Healthcare Provider level, current throughout the length of the program. Must be 18 years of age. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program.
Corequisite: EMS-51
Description: An entry-level course into the Emergency Medical Services career field that follows the current Department of Transportation (DOT) curriculum. Satisfactory completion of this course (when taken concurrently with EMS 51) prepares this student as an Emergency Medical Technician (EMT) for work in the pre-hospital emergency medical environment. 99 hours lecture and 81 hours laboratory.

EMS-51

Emergency Medical Services-Basic Clinical/Field   **1.50 Units**
Prerequisite: None
Limitation on enrollment: American Heart Association CPR Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program
Corequisite: EMS-50
Description: Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course meets all state and national guidelines. 81 hours laboratory.

EMS-59

Paramedic Preparation   **.50 Units**
Prerequisite: None
Description: An overview of paramedic-level assessment skills combined with appropriate paramedic-level anatomy, physiology, and treatment relevant to the disease processes studied. 27 hours lab. (Letter grade only)

EMS-60

Patient Assessment and Airway Management   **4.50 Units**
Prerequisite: None
Limitation on enrollment: Acceptance into the EMS Paramedic Program
Corequisite: EMS-61 and EMS-62 and EMS-63
Description: Enables Emergency Medical Technicians (EMTs) to refine skills and develop to the level of a paramedic; concentrates on patient assessment and airway management techniques needed in dealing with sick and injured patients. 54 hours lecture and 81 hours laboratory.

EMS-61

Introduction to Medical Pathophysiology   **3 Units**
Prerequisite: None
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-60 and EMS-62 and EMS-63
Description: Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 54 hours lecture.

EMS-62

Emergency Pharmacology   **4 Units**
Prerequisite: None
Limitation on enrollment: Acceptance into the MVC Paramedic Program
Corequisite: EMS-60 and EMS-61 and EMS-63
Description: Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 54 hours laboratory.

EMS-63

Cardiology   **4 Units**
Prerequisite: None
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-60 and EMS-61 and EMS-62
Description: Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies, including treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 54 hours lecture and 54 hours laboratory.

EMS-70
Trauma Management   **3.50 Units**
Prerequisite: EMS-60 and EMS-61 and EMS-62 and EMS-63
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-71
Description: Integration of the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 45 hours lecture and 54 hours laboratory.

EMS-71
Clinical Medical Specialty I   **3 Units**
Prerequisite: EMS-60 and EMS-61 and EMS-62 and EMS-63
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-70
Description: Application of theory and skills under supervision of health care professionals in a wide variety of settings involving patient care of the sick and injured. 162 hours laboratory.

EMS-80
Medical Emergencies   **4.50 Units**
Prerequisite: EMS-70 and EMS-71
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-81 and EMS-82 and EMS-83
Description: Preparation for management of patients with medical emergencies; includes selection of appropriate treatment protocols, electrocardiogram interpretation, pharmacology, and interventions that lead to a viable outcome for a patient experiencing a medical emergency. 63 hours lecture and 54 hours laboratory.

EMS-81
Special Populations   **4 Units**
Prerequisite: EMS-70 and EMS-71
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-80 and EMS-82 and EMS-83
Description: Provides paramedic students to care for clients with special problems through a review of anatomy and physiology as well as the pathophysiological process of neonatology, pediatrics, geriatrics, abuse, assault, and patients with special needs, also includes discussion of acute interventions for chronic care patients. 54 hours lecture and 54 hours laboratory.

EMS-82
Special Topics   **3 Units**
Prerequisite: EMS-70 and EMS-71
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-80 and EMS-81 and EMS-83
Description: Overview of issues and problems directly impacting the emergency provider, such as dealing with weapons of mass destruction, bioterrorism, urban terrorism threats and other topics and circumstances in an unpredictable environment. 36 hours lecture and 54 hours laboratory.

EMS-83
Clinical Medical Specialty II   **3 Units**
Prerequisite: EMS-70 and EMS-71
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-80 and EMS-81 and EMS-82
Description: Supervised clinical practice under the supervision of health care professionals in a wide variety of situations involving patient care of the sick and injured in a hospital setting. 162 hours laboratory.

EMS-90
Assessment Based Management   **3 Units**
Prerequisite: EMS-80 and EMS-81 and EMS-82 and EMS-83
Limitation on enrollment: Acceptance into the Paramedic Program and students are required to have the following cards: American Heart Association (AHA) CPR AHA Advanced Cardiac Life Support card, AHA Pediatric Advanced Life Support card, Geriatric Emergency Medical Services card, and Pre Hospital Advanced Life Support card
Corequisite: EMS-91
Description: Prepares paramedic students to assess and make clinical and field judgments regarding the treatment of the ill or injured patient; Refines existing knowledge and skills. 36 hours lecture and 54 hours laboratory.

EMS-91
Paramedic Field Internship   **10 Units**
Prerequisite: EMS-80 and EMS-81 and EMS-82 and EMS-83
Limitation on enrollment: Acceptance into the Paramedic Program
Corequisite: EMS-90
Description: Capstone course of the Paramedic Program; Field training under the supervision of an approved preceptor to develop skills needed for certification as a Paramedic, including medical histories; physical examinations, patient management and supportive care of the sick injured in a field setting. 540 hours of laboratory.

ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H or 1B or 1BH at Moreno Valley College will meet this requirement.

ENG-1A
English Composition   **4 Units**
(C-ID: ENGL 100)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or qualifying placement level
Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1AH
Honors English Composition   **4 Units**
(C-ID: ENGL 100)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or qualifying placement level
Limitation on enrollment: Enrollment in the Honors Program
Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates writing lab activities. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1B
Critical Thinking and Writing   **4 Units**
(C-ID: ENGL 105 and ENGL 110)
UC, CSU
Prerequisite: ENG-1A or ENG-1AH
Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-1BH
Honors Critical Thinking and Writing   **4 Units**
(C-ID: ENGL 105 and ENGL 110)
UC, CSU
Prerequisite: ENG-1A or ENG-1AH
Limitation on enrollment: Enrollment in the Honors Program
Description: Building on the rhetorical skills learned in ENG 1A or 1AH, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

ENG-4
Writing Tutor Training   **2 Units**
CSU
Prerequisite: ENG-1A or ENG-1AH
Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option)

ENG-6
British Literature I: Anglo-Saxon through
Eighteenth Century   **3 Units**
(C-ID: ENGL 160)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A
Advisory: ENG-1B or ENG-1BH
Description: A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-7
British Literature II: Romanticism through Modernism/
Post-Modernism   **3 Units**
(C-ID: ENGL 165)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A
Advisory: ENG-1B or ENG-1BH
Description: A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-9
Introduction to Shakespeare   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH
Description: A survey of Shakespeares plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-10
Special Studies in Literature   **3 Units**
CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH
Description: Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres, or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-11
Creative Writing   **3 Units**
(C-ID: ENGL 200)
UC, CSU
Prerequisite: ENG-1A or ENG-1AH
Description: Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-14
American Literature I: Pre-Contact through Civil War   **3 Units**
(C-ID: ENGL 130)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A
Advisory: ENG-1B or ENG-1BH
Description: A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

ENG-15
American Literature II: 1860 to the Present   **3 Units**
(C-ID: ENGL 135)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A
Advisory: ENG-1B or ENG-1BH
Description: A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction, and drama of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-16
Introduction to Linguistics   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Qualification for English 1A
Description: A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-20
Survey of African American Literature   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH
Description: A survey of African American literature from the early oral tradition to the present, including a comprehensive exposure to African American prose, poetry, and fiction as well as a basic understanding of the cultural, intellectual, and artistic trends of African American culture and the relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-23
The Bible As Literature   **3 Units**
(Same as HUM-23)
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH and REA-83
Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-25
Latino Literature of the United States   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH
Description: Latino literature of the regional United States in all genres from the early oral traditions, chronicles, and epic poems of the 15th through 19th centuries to the essays, poems, plays, and novels of 20th century authors. The course will also explore Latino history, culture, and identity as expressed in the writings of American Latino writers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-30
Children's Literature   **3 Units**
(C-ID: ENGL 180)
UC, CSU
Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A
Description: A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No pass option)

ENG-35
Images of Women in Literature   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH
Description: A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political, and economic bases for historical and contemporary literary images of women. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-40
World Literature I: From Ancient Literatures to the Seventeenth Century   **3 Units**
(C-ID: ENGL 140)
UC, CSU
Prerequisite: ENG-50 or ENG-80
Advisory: ENG-1B or ENG-1BH
Description: Significant works of world literature from Ancient literatures to the Seventeenth Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

ENG-41
World Literature II: Seventeenth Century Through the Present   **3 Units**
(C-ID: ENGL 145)
UC, CSU
Prerequisite: ENG-50 or ENG-80
Advisory: ENG-1B or ENG-1BH
Description: Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ENG-48
Short Story and Novel from theTwentieth Century to the Present   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH
Description: A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

COURSE DESCRIPTIONS

ENG-50
Basic English Composition   **4 Units**
Prerequisite: ENG 60 or ENG 70 or ESL-55
Advisory: REA-82 or qualifying placement level
Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

ENG-60A
English Fundamentals: Sentence to Paragraph   **4 Units**
Prerequisite: None
Description: Develops students' writing, active-reading, and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No-Pass only)

ENG-60B
English Fundamentals: Paragraph to Essay   **4 Units**
Prerequisite: ENG-60A or qualifying placement level
Description: Develops the students basic-level writing, active reading, and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

ENG-70
Composition Fundamentals   **4 Units**
Prerequisite: None.
Description: Prepares students by developing skills in grammar, usage, composition, and the writing process. This course serves students who desire more practice with pre-collegiate level reading and writing before taking ENG-50. Students will write a minimum of 5,000 words. 72 hours lecture and 18 hours laboratory. (Pass/No-Pass only)

ENG-80
Preparatory Composition   **6 Units**
Prerequisite: None
Description: Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction is supplemented by writing lab activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

ENG-90B
Special Topics in English: The Research Paper Process   **1 Unit**
Prerequisite: None
Description: Presents the essential skills of the process for writing a research paper. Students learn and practice process and skills for determining an academic research question; conducting library and Internet research; planning the research paper; organizing the research material; defining a thesis statement; drafting; critiquing peers' papers; using academic formatting; and preparing a final document. 18 hours lecture. (Non-degree credit course. Pass/No Pass only)

ENG-91
Academic Support for English 1A   **2 Units**
Prerequisite: None
Corequisite: ENG-1A
Description: Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ENGLISH AS A SECOND LANGUAGE

ESL-51
Basic Writing and Grammar   **4 Units**
Prerequisite: None
Description: Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-52
Low-intermediate Writing and Grammar   **4 Units**
Prerequisite: ESL-51 or Qualifying placement level on a state-approved placement instrument
Description: Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-53
Intermediate Writing and Grammar   **4 Units**
Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-52
Description: Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-54
High-intermediate Writing and Grammar   **5 Units**
UC*, CSU
Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-53
Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

ESL-55

Advanced Writing and Grammar   **5 Units**

UC*, CSU

Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-54

Description: Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

ESL-65

American Classroom Culture   **1 Unit**

Prerequisite: None

Description: Assists international students with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours lecture. (Degree credit course. Pass/No Pass only.)

ESL-71

Basic Reading and Vocabulary   **4 Units**

Prerequisite: None

Advisory: ESL-51 or ESL-52 or qualifying placement level on a state-approved placement instrument

Description: Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-72

Intermediate Reading and Vocabulary   **4 Units**

Prerequisite: None

Advisory: ESL-71 and ESL-53 or ESL-54

Description: Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only)

ESL-73

High Intermediate Reading andVocabulary   **4 Units**

Prerequisite: None

Advisory: ESL-72 and ESL-53 or ESL-54 or ESL-55 or qualifying placement level on a state-approved placement instrument

Description: Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ESL-90D

Special Topics in ESL: Verb Tense Review   **2 Units**

Prerequisite: None

Advisory: Qualification for or enrollment in ESL 54 or higher

Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

ESL-90L

Special Topics in English as a Second Language: Punctuation of Phrases and Clauses   **2 Units**

Prerequisite: None

Advisory: Qualification for or enrollment in ESL 53 or higher

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

ESL-90M

Special Topics in English as a Second Language: Articles and Prepositions   **2 Units**

Prerequisite: None

Advisory: Qualification for or enrollment in ESL 53 or higher

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

ESL-90P

Special Topics in ESL: Mastering Academic Vocabulary   **2 Units**

Prerequisite: None

Advisory: ESL-53 or higher

Description: Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-degree credit course. Pass/No Pass)

ESL-91

Oral Skills I: Beginning Oral Communication   **3 Units**

Prerequisite: None

Advisory: Concurrent enrollment in ESL 51 or 52

Description: This course emphasizes beginning conversation, pronunciation, and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas-shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

COURSE DESCRIPTIONS

ESL-92
Oral Skills II: Intermediate Oral Communication   **3 Units**
Prerequisite: None
Advisory: ESL-91 and concurrent enrollment in ESL 53 or 54
Description: This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

ESL-93
Oral Skills III: Advanced Oral Communication   **3 Units**
Prerequisite: None
Advisory: ESL-92 and concurrent enrollment in ESL 54, 55 or ENG-50
Description: This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

ETHNIC STUDIES

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

ANT-4 - Native American Cultures

ANT-5 - Native Peoples of Mexico

ENG-20 - Survey of African American Literature

ENG-25 - Latino Literature of the United States

HIS-14 - African American History I

HIS-15 - African American History II

HIS-31 - Introduction to Chicano/a Studies

SOC-10 - Race and Ethnic Relations

FILM STUDIES

FST-1
Introduction to Film Studies   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Eligibility for ENG-1A
Description: An introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-3
Introduction to International Cinema   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A
Description: An introduction to international cinema, focusing upon select films, filmmakers, and national cinemas from outside the United States, ranging from films earliest decades to the present. Films, filmmakers, and national cinemas are studied in relation to questions of artistry, history, genre, style, culture, and politics. Includes an overview of methodologies for analyzing and researching film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-4
Introduction to Film Genres   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A
Description: An introduction to classical and contemporary film genres, such as the crime film or the musical, within American and international film. Investigates their origins and evolutions, recognizing their role within creative and social expression, and examining their technical and thematic conventions. Includes a survey of representative film genres, movements and styles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FST-5
Fiction and Film: Adaptation   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A
Description: An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of fiction and/or literary non-fiction adapted into film. Examples of literature and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIRE TECHNOLOGY

FIT-1
Fire Protection Organization   **3 Units**
(C-ID: FIRE 100X)
CSU
Prerequisite: None.
Description: Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service, fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-2
Fire Behavior and Combustion   **3 Units**
(C-ID: FIRE 140X)
CSU
Prerequisite: None
Description: Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Adopted from the National Fire Academy Model Fire Science Associate Degree Curriculum. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

FIT-3
Fire Protection Equipment and Systems   **3 Units**
(C-ID: FIRE 120X)
CSU
Prerequisite: None
Description: Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

FIT-4
Building Construction for Fire Protection   **3 Units**
(C-ID: FIRE 130X)
CSU
Prerequisite: None
Description: This course provides the components of building construction related to firefighting and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

FIT-5
Fire Prevention   **3 Units**
(C-ID: FIRE 110X)
CSU
Prerequisite: None
Description: Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

FIT-7
Principles of Fire and Emergency Services Safety and Survival   **3 Units**
CSU
Prerequisite: None.
Description: This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services regarding first responder deaths and injuries. 54 hours lecture.

FIT-C19B
Intermediate Wildland Fire Behavior(S-290)   **1 Unit**
Prerequisite: None
Description: This intermediate course is designed to provide the student with wild land fire behavior knowledge applicable for safe and effective wild land fire management activities. This course introduces students to characteristics and interaction of the wild land fire environment (fuels, weather and topography)that affects wild land fire behavior foe safety purposes 16 hours lecture and 16 hours laboratory. (Letter Grade, Pass/No Pass option.)

FIT-C30
Intermediate Incident Command System (I-300)   **.50 Units**
Prerequisite: None
Description: Provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion. The course provides guidelines for organizational growth during an emergency incident, and demobilization procedures for an emergency incident that is ending. 12 hours lecture and 12 hours laboratory. (Letter Grade, or Pass/No Pass option.)

FIT-CFO3A
Human Resources Management Chief Fire Officer   **1.50 Units**
Prerequisite: None
Advisory: FIT-CO2A or Company Officer certification
Description: Designed to provide students with knowledge of the human resource requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for employee accommodations, developing hiring procedures, establishing personnel assignments, and developing a measurable accident and injury program. State Fire Marshal Chief Officer course. 28 hours lecture. (Letter Grade or Pass/No Pass Option) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CFO3B
Budget and Fiscal Responsibilities Chief Fire Officer   **1 Unit**
Prerequisite: None
Advisory: FIT-CO2B or Company Officer certification
Description: Designed to provide information on the roles and responsibilities of budgeting for a Chief Fire Officer including developing a budget management system, developing a division or department budget and describing the process for ensuring competitive bidding. State Fire Marshal Chief Officer course. 20 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CFO3C
General Administration Functions Chief Fire Officer   1 Unit
Prerequisite: None
Advisory: FIT-CO2B or Company Officer certification
Description: This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the Authority Having Jurisdiction. State Fire Marshal Chief Officer course. 24 hours lecture. (Letter Grade or Pass/No Pass Option) (Optional State Fire Marshal certification fee: $80.00. Completion of this does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CFO3D
Emergency Service Delivery Responsibilities   1 Unit
Prerequisite: None
Advisory: FIT-CO2D or Company Officer Certification
Description: This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting post-incident analysis, and maintaining incident records. State Fire Marshal Chief Officer Course. 24 Hours Lecture (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CO2A
Human Resource Management   2 Units
Prerequisite: None
Description: Designed to provide information for Company Officers on the use of human resources to accomplish assignments, evaluate members performance, supervising personnel, and integrating health and safety plans, polices, and procedures into daily activities as well as the emergency scene. State Fire Marshal Company Officer course. 40 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CO2B
General Administrative Functions   1 Unit
Prerequisite: None
Description: Designed to provide information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. State Fire Marshal Company Officer course. 20 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CO2C
Fire Inspections and Investigations   2 Units
Prerequisite: None
Description: Designed to provide information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. State Fire Marshal Company Officer course. 40 hours lecture (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CO2D
All Risk Command Operations   1 Unit
Prerequisite: None
Advisory: FIT-COH1 and FIT-S3
Description: Designed to provide information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis. State Fire Marshal Company Officer course. 20 hours lecture and 20 hours lab. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-CO2E
Wildland Incident Operations   1.50 Units
Prerequisite: None
Advisory: FIT-C19B
Description: Designed to provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources to suppress a wildland fire, establish an incident command post and completing incident records and reports. State Fire Marshal Company Officer course. 28 hours lecture and 12 hours laboratory. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-COH1
Hazardous Materials Incident Commander   .50 Units
Prerequisite: None.
Advisory: Certification in Hazardous Materials First Responder Operational or equivalent.
Description: Designed to provide the tools a person needs to assume control of an emergency response to a hazardous materials incident. It focuses on how to assess hazards, manage risk, comply with legal requirements and implement protective actions. Instructional methods include class activities, case studies and table top exercises with emphasis on hands-on decision-making. Certification through California Specialized Training Institute. 16 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State certification fee: $7.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-E2A
First Responder Medical   2 Units
Prerequisite: None.
Description: This course is specifically designed for pre-hospital emergency medical personnel, with special emphasis on field application practices and techniques vital to the interaction with EMS personnel. 38 hours lecture and 18 hours laboratory.

FIT-INS1
Instructor I   1.50 Units
Prerequisite: None
Description: Course is based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-INS2
Instructor II   1.50 Units
Prerequisite: FIT-INS1 or equivalent (Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)
Description: Course from the California Fire Services Training and Education System based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: $80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-M20
Personal Philosophy-Leadership   2.50 Units
Prerequisite: None
Description: This course will introduce the California Public Safety Leadership Certificate Program, providing the participants with a deepened understanding of self as it relates to leadership philosophies, knowledge, skills and abilities. each participant will explore his or her own core values and begin to develop a personal philosophy of leadership. Through course presentations, dialogue and learning activities the participant will identify his or her leadership roles in the community to include self, family, professional and social, as well as define the difference between leaders and managers. The participant will complete self-assessments to gain insights into his or her personal leadership style and characteristics and participate in video and written case studies to further explore his or her understanding of leadership. 45 hours lecture.

FIT-M21
Leading Others Ethically   2.50 Units
Prerequisite: None
Description: This course is the second in the International Public Safety Leadership and Ethics Institute Program. This course is designed to provide the student with the knowledge, skills, and abilities to effectively and ethically lead others. The student will explore various aspects of exercising ethical leadership as they relate to team building, delegating, facilitating conflict resolution, coaching, and mentoring. The student will also gain an understanding of communication processes, empowerment, and leading in an ever-changing and diverse environment. The student will explore various theories of leadership, including situational leadership, transformation leadership, net-centric, and servant leadership. 45 hours lecture..

FIT-M22
Ethical Leadership in Organizations   2.50 Units
Prerequisite: None
Description: This course is the third in the continuing series of the International Public Safety Leadership and Ethics program. The student will explore the leadership process and the leader-follower relationship within organizational settings. Additionally, the influence of organizational culture, values, and contemporary societal issues on leadership effectiveness will be explored as well as the concepts of organizational health, defenses, and change. Students will also explore how a person exercising leadership moves an organization from vision to action 45 hours of lecture.

FIT-M23
Ethics and the Challenge of Leadership   2.50 Units
Prerequisite: None
Description: This course is the fourth and final course in the program of the International Public Safety Leadership and Ethics program. The student will correlate personal core values and characteristics to complex ethical decisions and behaviors. In addition, the student will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The student will also examine challenges and develop strategies for exercising leadership in agency's serving diverse and dynamic communities. 45 hours lecture. (Pass/No Pass option)

FIT-S3
Basic Fire Fighter Academy   19 Units
Prerequisite: FIT-1 and FIT-S3A
Advisory: ENG-50, MAT-52, REA-82 or qualifying test scores
Limitation on enrollment: Successful completion of the Certified Physical Abilities Test (CPAT or Biddle) within nine months of the start date of the Fire Academy, and a Fire Academy Medical Clearance once the student has been offered placement in the Fire Academy Program, and California Emergency Medical Technician Basic Certification
Description: Provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. Tasks include basic rescue operations, auto extrication, basic fire suppression, fire prevention, fire investigation, Incident Command System (ICS), hazardous materials, and tool selection and identification. Students will also learn to use, inspect and maintain various types of firefighting and rescue equipment. Completion of this course satisfies the manipulative and academic training requirements as established by the California State Fire Marshal to become certified as a Firefighter I. 235 hours lecture and 325 hours laboratory. (Optional State Certificate fee: $329.60)

FIT-S3A
Introduction to Fire Academy and Physical Conditioning
for Fire Academy Students   1.50 Units
Prerequisite: None
Limitation on enrollment: Enrollment in this course is contingent upon acceptance into the Basic Fire Academy
Description: This course is a six-week physical conditioning and Fire Academy orientation program that prepares future fire academy cadets for the physical and emotional demands of the Fire Academy. Students will participate in muscular strength development, cardio-respiratory endurance training, body composition assessment, physical agility and flexibility training. Additionally, students will be introduced to the paramilitary format of the Fire Academy and the expectations that are placed on Fire Academy cadets. 24 hours lecture and 24 hours laboratory.

FIT-S3B
Firefighter I Academy Skills Review and Certification   1.50 Units
Prerequisite: None
Advisory: FIT-S3(Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)
Description: Reinforces, combines, and integrates the skills learned in the basic fire academy in accordance with the State Fire Marshal (SFM) Firefighter I curriculum. Successful completion of this course provides the student with the opportunity to become certified as a firefighter in the State of California and outside of California with those states that offer reciprocity. This course will meet the certification standards outlined by California State Fire Marshals 2013 FFI Certification Training Standard. 12 hours lecture and 36 hours laboratory. (Pass/No pass only.) (Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

FIT-S21
Public Safety Honor Guard Academy   1.50 Units
Prerequisite: None
Description: This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the Incident Command System. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory. (Letter grade only)

FIT-200
Fire Technology   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

GEOGRAPHY

GEG-1
Physical Geography   3 Units
(C-ID: GEOG 110)
UC, CSU
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1H
Honors Physical Geography   3 Units
(C-ID: GEOG 110)
UC, CSU
Prerequisite: None
Limitation on enrollment: Enrollment in the Honors Program.
Description: The interacting physical processes of air, water, land, and life which impact Earths surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

GEG-1L
Physical Geography Laboratory   1 Unit
(C-ID: GEOG 111)
UC, CSU
Prerequisite: None
Corequisite: GEG-1DE or GEG-1H
Description: Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

GEG-2
Human Geography   3 Units
(C-ID: GEOG 120)
UC, CSU
Prerequisite: None.
Description: The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.

GEG-3
World Regional Geography   3 Units
(C-ID: GEOG 125)
UC, CSU
Prerequisite: None.
Description: A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political, and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

GEG-7
Map Interpretation and Analysis   3 Units
(C-ID: GEOG 150)
UC, CSU
Prerequisite: None.
Description: Introduction to maps, images and geographic techniques. Techniques include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS) that aid in data collection, analysis and presentation. 54 hours lecture.

GEG-8
Introduction to Geographic Information Systems and Techniques, with Lab   **3 Units**
(C-ID: GEOG 155)
UC, CSU
Prerequisite: None
Description: Study of Geographic Information Systems (GIS) science and its applications to spatial data management, including identification and acquisition of GIS data, assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning systems (GPS), spatial analysis, and modeling with GIS. 36 hours lecture and 54 hours laboratory.

GUIDANCE

GUI-45
Introduction to College   **1 Unit**
UC*, CSU
Prerequisite: None
Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

GUI-46
Introduction to the Transfer Process   **1 Unit**
UC*, CSU
Prerequisite: None.
Description: Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

GUI-47
Career Exploration and Life Planning   **3 Units**
UC*, CSU
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

GUI-48
College Success Strategies   **2 Units**
UC*, CSU
Prerequisite: None
Description: This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

GUI-48A
College Success Strategies-Study Skills   **1 Unit**
UC, CSU
Prerequisite: None
Description: This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking, and study techniques. 18 hours lecture.(Letter Grade, or Pass/No Pass option)

HEALTH SCIENCE

HES-1
Health Science   **3 Units**
(Same as BIO-35)
UC, CSU
Prerequisite: None
Description: This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

HEALTHCARE TECHNICIAN

HET-79
Intro Health Care Careers   **2 Units**
Prerequisite: None.
Description: Provides overview of healthcare careers and educational requirements. Explores professional options and focuses on basic skills competencies required in all health care professions.

HISTORY

HIS-1
History of World Civilizations 1   **3 Units**
(C-ID: HIST 150)
UC, CSU
Prerequisite: None
Description: A survey of the historical development of global societies, major social, political, and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman Civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture.

HIS-2
History of World Civilizations II   **3 Units**
(C-ID: HIST 160)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: A survey of the evolution of modern world civilizations from the 16th century emergence of new global political, economic, social, and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

HIS-4
History of Western Civilization I   **3 Units**
(C-ID: HIST 170)
UC, CSU
Prerequisite: None
Description: A survey of the historical development of Western societys major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

HIS-5
History of Western Civilization II   **3 Units**
(C-ID: HIST 180)
UC, CSU
Prerequisite: None
Description: A survey of the evolution of modern Western ideas and institutions from the age of the Scientific Revolution, through the Democratic and Industrial Revolutions and the World Wars to the present. 54 hours lecture.

HIS-6
Political and Social History of the United States   **3 Units**
(C-ID: HIST 130)
UC, CSU
Prerequisite: None
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture.

HIS-6H
Honors Political and Social History of the United States   **3 Units**
(C-ID: HIST 130)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Limitation on enrollment: Enrollment in Honors Program
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture.

HIS-7
Political and Social History of the United States   **3 Units**
(C-ID: HIST 140)
UC, CSU
Prerequisite: None
Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

HIS-7H
Honors Political and Social History of the United States   **3 Units**
(C-ID: HIST 140)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-7 and HIS-7H 54 hours lecture.

HIS-11
Military History of the United States to 1900   **3 Units**
(Same as MIL-1)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-12
Military History of the United States Since 1900   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

HIS-14
African American History I   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socio-cultural aspects of African civilizations in Ancient Egypt and the western Sudan; the transformation of the continent and of Africans through the transatlantic slave trade; and a study of the African American experience during their confinement as slaves in British North America and the early national and ante-bellum periods through the Civil War and Emancipation. 54 hours lecture.

HIS-15
African American History II   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century, including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution, and concerns of post civil rights era. 54 hours lecture.

HIS-21
History of Ancient Greece   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: A survey of Greek history from Minoan and Mycenaean civilizations through the Hellenistic period. Emphasizes the development of Greek culture from its earlier Mediterranean origins through the development of Athenian democracy and Alexanders conquest. 54 hours lecture.

HIS-22
History of Ancient Rome   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: An overview of Roman history and civilization from the legendary founding of Rome in 753 BCE to the collapse of the Roman Empire's central administration in the West in 476 CE. 54 hours lecture.

HIS-26
History of California   **3 Units**
UC, CSU
Prerequisite: None
Description: A survey of the history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

HIS-31
Introduction to Chicano/a Studies   **3 Units**
UC, CSU
Prerequisite: None
Description: This course is a survey of regional Chicano/a population historical and cultural roots, and social problems from the Spanish and Mexican colonial period to the present. Included is an examination of the principles of state and local government as well as political, economic and social forces as they relate to contemporary Chicano/a problems. Considers the Constitution of the United States and its relevance to Chicanos as Americas second largest minority group. 54 hours lecture.

HIS-34
History of Women in America   **3 Units**
UC, CSU
Prerequisite: None
Description: A survey of the political social and cultural institutions which have shaped the role and character of women in America. The historical role of women in the development of the nation, and the ongoing struggle to achieve political, economic, and social equality will be examined. 54 hours lecture.

HIS-35
History of England   **3 Units**
UC, CSU
Prerequisite: None
Advisory: Qualifying reading placement level recommended
Description: A historical survey of developments of the major social, political, and economic ideas and institutions of England from the Roman occupation, the coming of the Anglo-Saxons, the Norman Invasion, the Tudor and Stuart reigns, the age of Enlightenment, and modern England. 54 hours lecture.

HOMELAND SECURITY

HLS-1
Introduction to Homeland Security   **3 Units**
CSU
Prerequisite: None
Description: This course is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Students will examine threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Students will review the roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including but not limited to law enforcement, fire, EMS, public health, education, mental health, and special districts (water, utilities, sanitation). Students will meet the state and federal requirements for certification in SEMS/NIMS by completing: IS 100 (Introduction to Incident Command), IS 200 (ICS for Single Resources and Initial Action Incidents), IS 700 (National Incident Management System: An Introduction) and IS 800 (National Response Plan: An Introduction). 54 lecture hours.

HLS-2
Preparedness for Emergencies, Disasters and Homeland Security Incidents   **3 Units**
CSU
Prerequisite: HLS-1
Description: This course is designed to instruct students in the theory and practice of basic preparedness for major incidents such as terrorist attacks, disasters both natural and man-made. Students will receive a comprehensive examination of mitigation and preparation from a multi-disciplinary perspective. Specific topics of discussion include trainings and exercises, supplies and equipment and necessary documentation. 54 hours lecture.

HLS-3
Response to Emergencies, Disasters and Homeland Security Incidents   **3 Units**
CSU
Prerequisite: HLS-1
Description: This course is designed to instruct students in the theory and practice of response to major incidents such as terrorist attacks and disasters both natural and man-made. Students will undertake a comprehensive examination of response structure from local, state and Federal agency perspectives. Specific topics of discussion include differences in roles and responsibilities, Incident Command System, communication among response agencies and the role of volunteer agencies in response. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

HLS-4
Recovery in Emergencies, Disasters and Homeland Security Incidents   3 Units
CSU
Prerequisite: HLS-1
Description: This course is designed to introduce students to recovery issues that may ensue following a disaster, emergency, or homeland security incident. Students will conduct a comprehensive, examination of recovery from a multi-disciplinary perspective. Specific topics of discussion and analysis include recovery planning, supplies and equipment and necessary documentation. 54 hours lecture.

HLS-5
Investigation of Emergencies, Disasters and Homeland Security Incidents   3 Units
CSU
Prerequisite: HLS-1
Description: This course is designed to instruct first responders, emergency personnel and community members in the theory and practice of basic investigative techniques, challenges and strategies for major incidents such as terrorist attacks, manmade and natural disasters. Students will receive a comprehensive examination of investigation from a multidisciplinary perspective. Specific topics of discussion include different types of investigations, legal issues, resources and necessary documentation. 54 hours lecture.

HLS-6
Case Studies in Emergencies, Disasters and Homeland Security Incidents   3 Units
CSU
Prerequisite: HLS-1
Description: This course is designed to introduce students to case studies of historical emergencies, disasters and Homeland Security incidents and how they relate to preparedness for future events. Students will focus on a variety of case studies from an all-hazard, multidisciplinary perspective. Students will examine case studies covering both current and historical events, including disasters and terrorist events, and responses at local, state, national and international levels. Students will evaluate the lessons learned from these events and their impact on society and current policy. 54 hours lecture.

HUMAN SERVICES

HMS-4
Introduction to Human Services   3 Units
CSU
Prerequisite: None.
Description: This is an introductory course for students interested in a career in Human Services. Covers the history of Human Services, types and functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory and self-support techniques for Human Services workers. 54 hours lecture.

HMS-5
Introduction to Evaluation and Counseling   3 Units
CSU
Prerequisite: None.
Description: This is an introduction to the basic skills and techniques of evaluation and counseling. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. 54 hours lecture.

HMS-6
Introduction to Case Management   3 Units
CSU
Prerequisite: None.
Description: An introductory course that familiarizes students with the basic concepts and skills of case management. Designed to provide students with knowledge and skills that can be applied to a variety of Human Service settings. 54 hours lecture..

HMS-7
Introduction to Psychosocial Rehabilitation   3 Units
CSU
Prerequisite: None
Description: An introduction to the principles and practices providing support services to persons with psychiatric disabilities who are undergoing rehabilitation and transitioning to recovery. Includes the theory, values and philosophy of psychosocial rehabilitation, diagnostic categories and symptoms of mental illnesses, development of support systems, disability management and approaches to service delivery, skills and ethics. 54 hours lecture.

HMS-8
Introduction to Group Process   3 Units
CSU
Prerequisite: None
Description: An introduction to the theory and dynamics of group interaction including psycho-educational, support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experiential approach. This course is intended to assist persons who will function as leaders in a variety of small group situations. 54 hours lecture.

HMS-13
Employment Support Strategies   3 Units
CSU
Prerequisite: None
Description: An introductory course for those who are either working or preparing to work in Human Service agencies and other settings which assist individuals in securing and maintaining employment. Principles of employment support services, assessment for work readiness, identification of strengths, removal of employment barriers, identification of community training and employment resources, job search and match, job coaching and support planning are emphasized. 54 hours lecture.

HMS-14
Job Development   3 Units
CSU
Prerequisite: None.
Description: An introduction to the theory, skills and practices used by job developers to successfully place individuals in jobs. Includes principles of job development, marketing, networking with employers, presentation skills, career counseling, vocational assessment and job match, placement and retention. 54 hours lecture.

HMS-16
Public Assistance and Benefits   1 Unit
CSU
Prerequisite: None
Description: A course which provides an introduction and overview of public assistance and benefits available under local, state and federal programs. Examines eligibility requirements and methods used to evaluate applications for selected benefit programs. Includes application of economics, legal and ethical principles related to administration of public assistance. 18 hours lecture.

HMS-17
Introduction to Public Mental Health   **3 Units**
CSU
Prerequisite: None.
Description: An introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

HMS-18
Introduction to Social Work   **3 Units**
CSU
Prerequisite: None
Description: Study of theory and principles of generalist social work practice within an ecological framework. Introduction to the generalist intervention model across the micro, mezzo, macro continuum. Introduction to professional social work values and ethics, and issues of diversity underlying generalist practice. 54 hours lecture.

HMS-19
Generalist Practices of Social Work   **3 Units**
CSU
Prerequisite: None.
Description: The course emphasizes generalist engagement, assessment, planning, intervention, evaluation, termination and follow-up across the micro-macro continuum. Special attention is given to the bio-psychosocial spiritual assessment, child abuse assessment, suicide assessment, crisis intervention and content on diversity, oppression and social justice. 54 hours lecture.

HMS-20
Medical Social Work   **3 Units**
CSU
Prerequisite: None
Description: An introduction to the principles of a career in social work and social sciences based fields. This course spans the spectrum from early efforts in healthcare to contemporary healthcare reform. Provides a definition for social work practice in health care settings and develops the reader knowledge, skill and value base necessary for effective healthcare practice. Emphasis is on the importance of being attentive to the needs of both the patient and organization, ethical obligations and trends in healthcare policy. 54 hours lecture.

HMS-21
Justice System Studies - Forensic Social Work   **3 Units**
CSU
Prerequisite: None
Description: An introductory course on the principles of forensic social work. Emphasis given on a foundation for developing knowledge, skills and abilities related to a pathway of understanding forensic social work. 54 hours lecture.

HMS-23
Careers in Social Work - Law and Ethics   **3 Units**
Prerequisite: None
Description: An introduction to the principles of law and ethics on the career pathway of social work practice. Emphasis is on legal and ethical issues affecting social work practitioners and integrates the values of the NASW- Code of Ethics and current BBS requirement and standards. 54 hours lecture.

HMS-24
Careers in Social Work - Self-Care for Human Services Professionals   **3 Units**
Prerequisite: None
Description: An introduction to the principles of self-care for individuals on the career pathway of human services/social work. Emphasis is on a theoretical overview of symptomology, personal, social and professional stress factors associated with career burnout for helping practitioners to develop effective self-care practices and activities that support career longevity and work/life balance. 54 hours lecture.

HMS-25
Careers in Social Work - Crisis-Intervention Management   **3 Units**
Prerequisite: None
Description: An introduction to the principles of crisis-intervention management. Study of treating child maltreatment, adolescent crises, and intimate partner violence. Emphasis on developing knowledge, skills and abilities to respond accordingly to crisis situations on the career pathway of human services and social work. 54 hours lecture.

HMS-26
Careers in Social Work - Trauma-Focused Counseling   **3 Units**
Prerequisite: None
Description: An introduction to the principles of counseling individuals that have experienced trauma, generational trauma, and community trauma. Emphasis on developing knowledge, skills and abilities to implement effective trauma treatment on the career pathway of human services and social work. 54 hours lecture.

HMS-27
Careers in Social Work - Multi-Cultural Counseling   **3 Units**
Prerequisite: None
Description: Introduction to the principles of multicultural counseling on the career pathway of human services/social work. Emphasis on developing knowledge, skills and abilities to utilize culturally appropriate counseling techniques. 54 hours lecture.

HMS-28
Careers in Social Work - Military Social Work   **3 Units**
Prerequisite: None
Description: An introduction to the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving those in the U.S. Armed Forces. 54 hours lecture.

HMS-29
Careers in Social Work - Introduction to Careers in Social Work   **3 Units**
Prerequisite: None
Description: An introduction to the career pathways of human services and social work. Emphasis is on understanding the educational steps to achieve success along the pathway and developing an understanding of the many fields of practice in human services and social work. 54 hours lecture. (Letter grade only)

HMS-34
Behavioral Therapist - Counseling Emotionally Disabled Students   **3 Units**
Prerequisite: None
Description: An introduction to the principles of counseling emotionally disabled students. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

HMS-35
Behavioral Therapist - Counseling Students with a Learning Disability   3 Units
Prerequisite: None
Description: An introduction to the principles of counseling students with a learning disability. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

HMS-36
Behavioral Therapist - Counseling Families of Special Needs Youth   3 Units
Prerequisite: None
Description: An introduction to the principles of counseling families of special needs youth. Study of understanding how parents and families are impacted by children with disabilities and in supporting the family system through counseling. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

HMS-37
Behavioral Therapist - Counseling of Clients with Disabilities   3 Units
Prerequisite: None
Description: An introduction to the principles of counseling clients with disabilities. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

HMS-38
Behavioral Therapist - Introduction to Applied Behavioral Analysis   3 Units
Prerequisite: None
Description: An introduction to the principles of Applied Behavioral Analysis (ABA Therapy). Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

HMS-39
Behavioral Therapist - Introduction to Special Education and the IEP (Individualized Education Program)   3 Units
Prerequisite: None Course Credit Recommendation: Degree Credit
Description: An introduction to the principles of working with special needs children in the school-based system and the IEP (Individualized Education Program) process. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

HMS-41
Family Studies - Counseling Victims of Domestic Violence 3 Units
Prerequisite: None
Description: An introduction to counseling survivors of domestic violence along the career pathway of human services and social work. Emphasis is on developing knowledge, skills and abilities necessary when working with domestic violence survivors. 54 hours lecture. (Letter grade)

HMS-42
Family Studies - Counseling in Foster Care   3 Units
Prerequisite: None
Description: An introduction to the principles of counseling at-risk children, youth and families in foster care. Emphasis on developing knowledge, skills and abilities related to implementing counseling services in child welfare. 54 hours lecture.

HMS-43
Family Studies - Counseling in Gerontology   3 Units
Prerequisite: None
Description: An introduction to the principles of geriatric counseling. Emphasis on developing knowledge, skills and abilities necessary when working with older adults. Application of theoretical frameworks for geriatric counseling as well as an understanding of how the developmental stage impacts the client and counseling process. 54 hours lecture.

HMS-44
Justice System Studies - Counseling Youth in Gangs   3 Units
Prerequisite: None
Description: An introductory course on the pathway of counseling youth in gangs. Emphasis is on the development of knowledge, skills and abilities related to implementing counseling services to this population within individual and group settings. 54 hours lecture.

HMS-45
Justice System Studies - Counseling Youth on Probation   3 Units
Prerequisite: None
Description: An introductory course on the pathway of counseling youth on probation. Emphasis on developing knowledge, skills and abilities related to implementing counseling services to youth on probation across the micro, mezzo, and macro continuum. 54 hours lecture.

HMS-46
Justice System Studies - Counseling Adults on Parole   3 Units
Prerequisite: None
Description: An introduction on the career pathway towards counseling adults on parole. Emphasis on developing knowledge, skills and abilities related to implementing counseling services to this population across the micro, mezzo, and macro continuum. 54 hours lecture.

HMS-47
Counseling of Residential Treatment Clients   3 Units
Prerequisite: None
Description: An introduction to the principles of counseling in prisons, probation, parole agencies, diversion programs, group homes, halfway houses, pre-release facilities and US jail environments. Emphasis on counseling of populations ranging from offenders to the para-professional; the young adults; addiction and substance abuse offenders to the sex offender, and victims. This is a comprehensive course that will challenge students and prepare them to control their personal feelings and in restoring order within group counseling context. 54 hours lecture. (Letter Grade only)

HMS-48
Justice System Studies - Case Management Corrections   3 Units
Prerequisite: None
Description: An introduction to the principles of case management skills within correctional facilities. Emphasis on developing knowledge, skills and abilities in the career pathway of the justice system. 54 hours lecture.

HMS-49
Careers in Social Work - Counseling Athletes   3 Units
Prerequisite: None
Description: An introduction to the principles of counseling athletes. Emphasis on helping student athletes become successful in the classroom, on the field, as well as in life and relationships. 54 hours lecture

HMS-69

Careers in Social Work- Entry Level Employment and Career Planning in Human Services   **3 Units**

Prerequisite: None

Description: An introduction to the principles of career pathway planning with emphasis on entry level positions for paraprofessionals in social work and human services. Self-assessment including identifying one's skills and matching personality with work in human services careers. An intensive career investigation; Emphasis on developing practical knowledge, skills and abilities to acquire local, county, statewide and federal certifications for entry level employment through long-term career planning. Decision making, goal setting and job search strategies. Resume writing and interviewing skills. This course is designed to assist those students considering careers in human services and the helping professions. 54 hours lecture.

HMS-70

Social Work Administration Studies - Non-Profit Organizations   **3 Units**

Prerequisite: None

Description: An introduction to the career pathway of managing non-profit organizations. Emphasis on the influence of policy on non-profit organizations and how to better navigate policy making and regulatory contexts by examining both management challenges and successes. 54 hours lecture.

HMS-71

Social Work Administration Studies - Grant Writing   **3 Units**

Prerequisite: None

Description: An introduction to the principles grant writing for research proposals and organizational funding. Emphasis on the planning, writing, and winning of grants. This course introduces students to the process of writing grants, forming grant budgets, how to format, polish, and submit grant proposals. 54 hours lecture.

HMS-72

Social Work Administration Studies - Social Welfare Policy   **3 Units**

Prerequisite: None

Description: An introduction to the principles of how social welfare policy impacts U.S. and global societies. Emphasis on U.S. border policy to U.S. government, child welfare, criminal justice, healthcare and social service policy. Overview of how globalization impacts social workers through its impact on technology, war trauma, and restorative justice. A heavy emphasis of this course is on finding sustainable social policy through an ecosystem and sustainable policy analysis framework. 54 hours lecture.

HMS-73

Social Work Administration Studies - Administration in Social Work   **3 Units**

Prerequisite: None

Description: An introduction to the principles of developing an understanding of the administration in social work career pathway. Emphasis on the foundation for developing knowledge, skills and abilities in the service area. 54 hours lecture.

HMS-74

Social Work Administration Studies - Social Work Theory   **3 Units**

Prerequisite: None

Description: An introduction to the principles of social work theory along the career pathway of administration in social work. Emphasis on how theory impacts and informs social work practice across a range of contexts and with different service user groups. Coverage includes: psychological theories, sociological theories, organizational theories, political theories and ideologies, and ethical and moral philosophies. 54 hours lecture.

HMS-200

Human Services Work Experience   **1-4 Units**

CSU*

Prerequisite: None

Advisory: Students should have paid or voluntary employment

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

HUMANITIES

HUM-4

Arts and Ideas: Ancient World Through the Late Medieval Period   **3 Units**

UC, CSU

Prerequisite: None

Advisory: REA-83 and qualification for ENG-1A

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-4H

Honors Arts and Ideas: Ancient World Through the Late Medieval Period   **3 Units**

UC, CSU

Prerequisite: None

Advisory: REA-83 and qualification for ENG-1A

Limitation on enrollment: Enrollment in Honors Program

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skillsanalysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

HUM-5
Arts and Ideas: Renaissance through the Modern Era   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to contemporary thought Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-5H
Honors Arts and Ideas: The Renaissance through the Modern Era
                                                          3 Units
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Limitation on enrollment: Enrollment in Honors Program
Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media,and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skillsanalysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

HUM-8
Introduction to Mythology   **3 Units**
(Same as ENG-8)
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH and REA-83
Description: A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

HUM-10
World Religions   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-10H
Honors World Religions   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Limitation on enrollment: Enrollment in Honors Program
Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. This Honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

HUM-23
The Bible As Literature   **3 Units**
(Same as ENG-23)
UC, CSU
Prerequisite: None
Advisory: ENG-1B or ENG-1BH and REA-83
Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

HUM-35
Philosophy of Religion   **3 Units**
(Same a PHI-35)
UC, CSU
Prerequisite: None
Advisory: PHI-10 or PHI-11 and REA-83and qualification for ENG-1A
Description: An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

Additional Humanities Courses

Examples of courses which are often classified as Humanities by other colleges and universities are:

ART-1, 2, 2H - History and Appreciation of Art
ENG-6, 7 - English Literature
ENG-14, 15 - American Literature
ENG-40, 41 - Masterpieces of World Literature
MUS-19, 19H, 20, 21 - Music History and Literature
Any Philosophy course
See also Humanities A.A. Degree requirements

INTERDISCIPLINARY STUDIES

ILA-1
Introduction to Tutor Training   **1 Unit**
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

ILA-5
Service Learning and Community Involvement   **1 - 4 Units**
Prerequisite: None
Description: Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

JOURNALISM

JOU-1
Introduction to Journalism   **3 Units**
(C-ID: JOUR 110)
CSU
Prerequisite: None
Advisory: ENG-1A or ENG-1AH
Description: An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture.

JOU-2
Intermediate Reporting/Newswriting   **3 Units**
(C-ID: JOUR 210)
CSU
Prerequisite: JOU-1
Description: This course is a continuation of the introductory newswriting/reporting courses and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. It includes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture.

JOU-7
Mass Communications   **3 Units**
(C-ID: JOUR 100)
UC, CSU
Prerequisite: None.
Description: Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture

JOU-20A
Newspaper: Beginning   **3 Units**
(C-ID: JOUR 130)
CSU
Prerequisite: None
Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8
Description: Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20B
Newspaper: Intermediate   **3 Units**
CSU
Prerequisite: JOU-20A
Description: Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20C
Newspaper: Advanced   **3 Units**
CSU
Prerequisite: JOU-20B
Description: Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

JOU-20D
Newspaper: Professional   **3 Units**
CSU
Prerequisite: JOU-20C
Description: Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option)

COURSE DESCRIPTIONS

JOU-200
Journalism Work Experience　　　　1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

Also see PHOTOGRAPHY

KINESIOLOGY

(Formerly Physical Education-PHP)
It is recommended that students enroll in kinesiology activity courses or academic Kinesiology courses (that satisfy the Self Development requirement of the Associate of Arts Degree during the first two semesters of full-time enrollment until the two or three unit requirement is completed. For further information, students should read the Associate of Arts Degree requirements in this catalog.

UNIFORMS - Students are requested to wear attire appropriate to the activity as requested by the instructor.

LOCKERS - Lockers are available for student use and students will supply their own locks.

ACADEMIC COURSES

KIN-4
Nutrition　　　　3 Units
UC, CSU
Prerequisite: None
Description: The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

KIN-10
Introduction to Kinesiology　　　　3 Units
(C-ID: KIN 100)
UC, CSU
Prerequisite: None.
Description: This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

KIN-12
Sport Psychology　　　　3 Units
UC, CSU
Prerequisite: None
Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

KIN-30
First Aid and CPR　　　　3 Units
(C-ID: KIN 101)
UC, CSU
Prerequisite: None.
Description: This course involves the theory and detailed demonstration of first aid care of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National Safety Council Advanced First Aid certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR certificate. 54 hours lecture. A fee of $20.00 for required certificates will be charged to the student and is not covered by BOGW3

KIN-35
Foundation for Fitness and Wellness　　　　3 Units
UC, CSU
Prerequisite: None
Description: This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition, and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 36 hours lecture and 54 hours laboratory.

ACTIVITY COURSES
Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate of Science Degree.

KIN-A40
Karate, Beginning　　　　1 Unit
UC*, CSU
Prerequisite: None
Description: This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A41
Karate, Intermediate　　　　1 Unit
UC*, CSU
Prerequisite: None
Advisory: KIN-A40
Description: This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A46
Hatha Yoga, Beginning   1 Unit
UC*, CSU
Prerequisite: None.
Description: This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A47
Hatha Yoga, Intermediate   1 Unit
UC*, CSU
Prerequisite: None
Advisory: KIN-A46
Description: This course offers intermediate Hatha yoga exercises to improve students physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A64
Soccer   1 Unit
UC*, CSU
Prerequisite: None
Description: This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A75A
Walking for Fitness: Beginning   1 Unit
UC*, CSU
Prerequisite: None
Description: This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

KIN-A75B
Walking for Fitness: Intermediate   1 Unit
UC*, CSU
Prerequisite: None
Advisory: KIN-A75A
Description: This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

KIN-A81A
Physical Fitness, Beginning   1 Unit
UC*, CSU
Prerequisite: None
Description: This course is designed to give the student an overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength, muscular endurance, and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A81B
Physical Fitness, Intermediate   1 Unit
UC*, CSU
Prerequisite: None.
Description: This course is designed to provide nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

KIN-A86
Step Aerobics   1 Unit
UC*, CSU
Prerequisite: None
Description: Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness with the use of the step unit in an aerobic format. This course is designed to introduce basic fitness concepts as well as basic movement skills and exercise. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

KIN-A87
Step Aerobics, Intermediate   1 Unit
UC*, CSU
Prerequisite: None
Advisory: KIN-A86 or proficient skills in step aerobics
Description: This course will broaden students aerobic experience using intermediate step combinations and various class formats such as circuit training and interval step. The students will be exposed to choreography that will improve their balance, coordination and memory skills. Students will improve their cardiovascular fitness and aerobic endurance. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)

KIN-A88
Step Aerobics, Advanced   1 Unit
UC*, CSU
Prerequisite: None
Advisory: KIN-A87 or proficient skills in step aerobics
Description: For students who have already taken Kinesiology A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination and memory skills. Using the FIT principle of Frequency, Intensity and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and length of the aerobic segment. KIN-A83, A86, A87, and A88 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

COURSE DESCRIPTIONS

KIN-A89A
Beginning Body Sculpting   1 Unit
UC*, CSU
Prerequisite: None
Description: Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

KIN-A89B
Intermediate Body Sculpting   1 Unit
UC*, CSU
Prerequisite: KIN-A89A
Description: Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

KIN-A89C
Advanced Body Sculpting   1 Unit
UC*, CSU
Prerequisite: KIN-A89B
Description: Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

LIBRARY

LIB-1
Introduction to Information Literacy   1 Unit
UC, CSU
Prerequisite: None
Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

MANAGEMENT

MAG-44
Principles of Management   3 Units
CSU
Prerequisite: None
Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing,controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAG-47
Applied Business and Management Ethics   3 Units
(Same as BUS-47)
CSU
Prerequisite: None.
Description: An examination of ethical concerns including corporate, personal, global, environmental, public related issues ethics audits, and corporate social responsibility.

MAG-51
Elements of Supervision   3 Units
Prerequisite: None.
Description: Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAG-56
HRM: Human Resources Management   3 Units
CSU
Prerequisite: None.
Description: Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAG-200
Management Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

MARKETING

MKT-20
Principles of Marketing   3 Units
CSU
Prerequisite: None
Advisory: BUS-10
Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix place, product, price and promotion. 54 hours lecture.

MKT-40
Advertising   3 Units
CSU
Prerequisite: None
Description: Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MKT-41
Techniques of Selling   3 Units
CSU
Prerequisite: None
Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MKT-42
Retail Management   3 Units
CSU
Prerequisite: None
Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MKT-200
Marketing Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

MATHEMATICS

MAT-1A
Calculus I   4 Units
(C-ID: MATH 210 MATH 900S)
UC*, CSU
Prerequisite: MAT-10 or qualifying placement level.
Description: Functions, limits, continuity, differentiation, applications of the derivative and integration, the fundamental theorem of calculus and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option)

MAT-1B
Calculus II   4 Units
(C-ID: MATH 220 MATH 900S)
UC, CSU
Prerequisite: MAT-1A
Description: Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAT-1C
Calculus III   4 Units
(C-ID: MATH 230)
UC, CSU
Prerequisite: MAT-1B
Description: Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture.

MAT-2
Differential Equations   4 Units
(C-ID: MATH 240)
UC, CSU
Prerequisite: MAT-1B
Description: This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-3
Linear Algebra   3 Units
(C-ID: MATH 250)
UC, CSU
Prerequisite: MAT-1B
Description: This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-10
Precalculus   **4 Units**
(C-ID: MATH 155)
UC*, CSU
Prerequisite: MAT-36 or qualifying placement level.
Description: Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences and series. 72 hours lecture. (Letter Grade or Pass/No Pass option)

MAT-11
College Algebra   **4 Units**
(C-ID: MATH 150)
UC*, CSU
Prerequisite: MAT-35 or qualifying placement level
Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option)

MAT-12
Statistics   **4 Units**
(C-ID: SOCI 125 MATH 110)
UC, CSU
Prerequisite: MAT-35 or qualifying placement level.
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-26
Math for Elementary School Teachers   **3 Units**
(C-ID: MAT 120)
UC, CSU
Prerequisite: MAT-35 or qualifying placement level.
Description: This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

MAT-32
Introduction to Symbolic Logic   **3 Units**
(Same as PHI-32)
(C-ID: PHIL 210)
UC, CSU
Prerequisite: None
Limitation on enrollment: May not be taken if credit for Philosophy 32 has been granted
Description: Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

MAT-35
Intermediate Algebra   **5 Units**
Prerequisite: MAT-52 or qualifying placement level.
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

MAT-36
Trigonometry   **4 Units**
(C-ID: MATH 851)
CSU
Prerequisite: MAT-35 and MAT-53 or qualifying placement level.
Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)

MAT-37
Algebra for Statistics   **6 Units**
Prerequisite: None
Description: This is an accelerated course that prepares students for transfer-level Statistics. Topics include ratios, rates, and proportional reasoning, arithmetic reasoning using fractions, decimals and percents, evaluating expressions, analyzing algebraic forms to understand statistical measures, functions, use of linear and exponential functions to model bivariate data, use of logarithms, logarithmic scales and semi-log plots, graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not plan to major in math, science, computer science, or engineering. 90 hours lecture and 54 hours laboratory. (Non-degree credit course.)

MAT-52
Elementary Algebra   **4 Units**
Prerequisite: MAT-64, 65, 90F or qualifying placement level.
Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)

MAT-53
College Geometry   **3 Units**
Prerequisite: MAT-52 or qualifying placement level.
Description: A course covering the study of plane geometry and three dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture.

MAT-65
Arithmetic and Pre-Algebra   **5 Units**
Prerequisite: None
Description: SA combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate of Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements

MDA-1A
Medical Terminology 1A   3 Units
CSU
Prerequisite: None
Description: Examines the structure and use of medical terms related to the body as a whole. Includes basic anatomy, physiology and pathology of the musculoskeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. 54 hours lecture.

MDA-1B
Medical Terminology 1B   3 Units
CSU
Prerequisite: MDA-1A
Description: Examines the use of medical terms related to the basic anatomy, physiology and pathology of the urinary, male and female reproductive, integumentary, nervous, sensory and endocrine systems. Also includes the specialty fields of radiology, oncology, pharmacology and psychology. 54 hours lecture.

MDA-54
Clinical Medical Assisting and Pharmacology   5 Units
Prerequisite: MDA-1A
Corequisite: MDA-1B
Description: Examines treatment modalities in modern health care, drug laws, standards, systems of measurement, dosages, actions and effects. Covers assisting the physician with examinations and procedures, patient preparation, counseling and education. Includes sterilization techniques and diagnostic laboratory procedures. Examines the principles of medical law and ethics as applied to the physician, patient, and those employed in the medical field. Pursuant to Section 2146.5 and 2146.6 of the Business and Professions Code and adopted in Subchapter 3 of Chapter 13 of Title 16 of the California Administrative Code, this class will also include administration parenteral medication. Includes venipuncture for purposes of withdrawing blood for laboratory examination test procedures. 72 hours lecture and 54 hours laboratory.

MDA-58A
Medical Transcription   5 Units
Prerequisite: CIS/MDA-1A or CAT/CIS-3 or CAT-50 or CIS-80
Advisory: A minimum typing speed of 60 wpm is recommended
Corequisite: MDA-1B
Description: Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory.

MDA-58B
Advanced Medical Transcription   3 Units
Prerequisite: MDA-58A
Description: Examines transcription of advanced medical reports, formatting, proofreading, punctuation and editing. Examines medical law ethics as it relates to medical transcription. 45 hours lecture and 27 hours laboratory. (TBA option)

MDA-59
Medical Office Procedures   5 Units
Prerequisite: None
Advisory: CIS-1A or CIS-3 or CAT-50 or CIS-80
Corequisite: MDA-1A
Description: Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory.

MDA-60
Survey of Human Disease Processes   2 Units
Prerequisite: MDA-1A
Advisory: MDA-1B and AMY-10
Description: Examines and discusses the most common disease processes in relation to each of the body systems. Includes etiology, mechanisms of disease, diagnosis and treatment. 36 hours lecture.

MDA-61
Pharmacology for Medical Office Personnel   2 Units
Prerequisite: MDA-1A
Advisory: MDA-1B and AMY-10
Description: Addresses the history of pharmacology and legislation related to drugs. Examines the classification of drugs, their source and their affect on the human body, the use of drug references. Explores the common terms used to describe the administration of medications. 36 hours lecture.

MDA-62
CPT/Coding   3 Units
Prerequisite: MDA-1A
Advisory: MDA-1B Completion of or concurrent enrollment
Description: Discusses the principles, terminology and techniques of procedural coding as outlined in the Physicians Current Procedural Terminology including coding for the physicians services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. Also examines current procedural coding and its relationship to the Healthcare Common Procedural Coding System. 54 hours lecture.

MDA-63
Diagnostic Coding   3 Units
Prerequisite: MDA-1A
Advisory: MDA-1B and BIO-45 (formerly AMY-10)
Description: Designed to prepare the student to code diagnoses using the ICD-10-CM coding system. Addresses the principles, terminology, and conventions used in the selection of diagnostic codes. Utilizes practical examples to reinforce coding principles including the interpretation of medical records to ensure appropriate level of documentation for diagnoses and services rendered in a healthcare environment. 54 hours lecture.

MDA-64
Advanced Diagnostic Coding   3 Units
Prerequisite: MDA-1A and MDA-63
Advisory: MDA-59 and BIO-45 (formerly AMY-10)
Corequisite: MDA-1B
Description: Designed to increase proficiency in coding with ICD-10-CM with an emphasis on coding for a hospital setting. Introduces ICD-10-PCS coding as it applies to inpatient procedures. Apply coding knowledge by abstracting information from sample medical records for billing and insurance purposes using practical examples. 54 hours lecture.

MDA-200
Medical Assisting Work Experience   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

MICROBIOLOGY
See BIOLOGY

MUSIC

MUS-1
Teaching Music to Young Children   **3 Units**
CSU
Prerequisite: None
Description: Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3-8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

MUS-3
Fundamentals of Music   **4 Units**
(C-ID: MUS 110 MUS 125)
UC, CSU
Prerequisite: None
Advisory: Concurrent enrollment in an appropriate level piano class
Description: Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-4
Music Theory I   **4 Units**
(C-ID: MUS 130 MUS 135)
UC, CSU
Prerequisite: MUS-3 or the equivalent
Advisory: Concurrent enrollment in an appropriate level piano class
Description: Through guided composition and analysis this course incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads and seventh chords; basic cadential formulas and phrase structures; figured bass; non-harmonic tones; first-species counterpoint; and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-5
Music Theory II   **4 Units**
(C-ID: MUS 140 MUS 145)
UC, CSU
Prerequisite: MUS-4 or the equivalent
Advisory: Concurrent enrollment in an appropriate level piano class
Description: This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Lab includes chromatic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-6
Music Theory III   **4 Units**
(C-ID: MUS 150 MUS 155)
UC, CSU
Prerequisite: MUS-5 or the equivalent
Advisory: Concurrent enrollment in an appropriate level piano class
Description: This course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include Common Practice period and 20th Century techniques such as: Borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords; extended tertian harmony; polyharmony; quartal and secundal harmony; pandiatonicism; serialism; and aleatoric music. Lab includes post-Romantic and post-tonal sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option)

MUS-19
Music Appreciation   **3 Units**
(C-ID: MUS 100)
UC, CSU
Prerequisite: None
Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.

MUS-19H
Honors Music Appreciation   **3 Units**
(C-ID: MUS 100)
UC, CSU
Prerequisite: None
Limitation on enrollment: Enrollment in the Honors program
Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. This Honors course is organized to acquaint students with the roles of music and musicians in society and with representative musical selections. It offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills--analysis, synthesis, and evaluation. Students may not receive credit for both MUS-19 and MUS-19H. 54 hours lecture.

MUS-20
Great Composers and Music Masterpieces Before 1820   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1A or ENG-1AH
Description: Emphasis on biography, history, and masterpieces of classical in European music from its inception to 1820 with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, from the Medieval, Renaissance, Baroque, and Classic periods. 54 hours lecture.

MUS-21
Great Composers and Music Masterpieces After 1820   **3 Units**
UC, CSU
Prerequisite: None
Advisory: ENG-1A or ENG-1AH
Description: Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, from Beethoven through the 21st century. Begins with Beethovens late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 54 hours lecture.

MUS-22
Survey of Music Literature   **3 Units**
UC, CSU
Prerequisite: MUS-3
Description: Survey of the major style periods and composers in the history of Western music including the study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation and can follow an open score including the analysis of motives, themes, harmony and form of a composition. 54 hours lecture.

MUS-23
History of Rock and Roll   **3 Units**
UC, CSU
Prerequisite: None
Description: A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture.

MUS-25
Jazz Appreciation   **3 Units**
UC, CSU
Prerequisite: None
Description: A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.

MUS-26
Film Music Appreciation   **3 Units**
UC, CSU
Prerequisite: None
Description: A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture.

MUS-29
Concert Choir   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

MUSICAL PERFORMANCE

MUS-30
Class Voice   **1 Unit**
UC, CSU
Prerequisite: None
Description: Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory.

MUS-31
College Choir   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Description: A vocal ensemble of mixed voices dedicated to the study, rehearsal, and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32A
Class Piano I   **1 Unit**
UC, CSU
Prerequisite: None
Description: This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 54 hours laboratory.

MUS-32B
Class Piano II   **1 Unit**
UC, CSU
Prerequisite: MUS-32A or the equivalent
Description: Continuation of the skills studied in MUS 32A focusing on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory.

MUS-32C
Class Piano III   **1 Unit**
UC, CSU
Prerequisite: MUS-32B or the equivalent
Description: Continuation of the skills studied in MUS 32B focusing on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading and performance of intermediate-level piano learning pieces. 54 hours laboratory.

MUS-32D
Class Piano IV   **1 Unit**
UC, CSU
Prerequisite: MUS-32C or the equivalent
Description: Culmination of keyboard skills previously studied focusing on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory.

MUS-36
Instrumental Chamber Ensembles   **1.50 Units**
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: This course is for the study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option)

MUS-37
Class Guitar   **1 Unit**
UC, CSU
Prerequisite: None
Description: Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory.

MUS-38
Beginning Applied Music I   **2 Units**
(C-ID: MUS 160)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.

MUS-53
Keyboard Proficiency   **1 Unit**
UC, CSU
Prerequisite: MUS-32D or the equivalent
Description: Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory.

MUS-57
Gospel Singers   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before first class meeting
Description: A mixed voices chorus for the study, rehearsal, and public performances of anthems, spirituals, and gospel music (traditional/contemporary). Emphasis is on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This course is repeatable for credit the maximum times allowable by regulation. 54 hours laboratory.

MUS-58
Gospel Choir   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Description: A choir of mixed voices dedicated to the further study, rehearsal, and public performance of anthems, spirituals, and African American gospel (traditional/contemporary) music. May be taken a total of four times. 54 hours laboratory.

MUS-70
Guitar Lab Ensemble   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: MUS-37
Limitation on enrollment: Audition on or before first class meeting
Description: Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory.

MUS-71
College Chorus   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal, and performance of a variety of choral literature. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory.

MUS-78
Beginning Applied Music II   **2 Units**
(C-ID: MUS 160)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. Course may be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-83
Advanced Chamber Choir   **1 Unit**
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: Advanced chamber choir dedicated to the study, rehearsal, and public performance of a variety of chamber choral literature. Activities may include concerts, festivals, radio and TV broadcasts, and private appearances. May be taken a total of four times. 54 hours laboratory.

MUS-87
Applied Music Training   1 Unit
(C-ID: MUS 160)
UC, CSU
Prerequisite: None
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.

MUS-92
Basic Piano   .50 Units
UC, CSU
Prerequisite: None.
Description: Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory.

MUS-P27
Beginning String Techniques   1 Unit
UC, CSU
Prerequisite: None
Description: An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory.

MUS-P70
Guitar Lab Ensemble II   1 Unit
(C-ID: MUS 180)
UC, CSU
Prerequisite: None
Limitation on enrollment: Audition on or before the first class meeting
Description: Advanced guitar ensemble instruction for students who are proficient performers. Ensemble dedicated to the study, rehearsal, and performance of advanced literature written or transcribed for classical guitar ensemble. Different literature will be studied each semester. Participation in public performances required. May be taken a total of four times. 54 hours laboratory.

MUS-200
Music Work Experience   1-4 Units
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

NATIVE AMERICAN STUDIES
See ETHNIC STUDIES

OFFICE ADMINISTRATION
See COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

PHILOSOPHY

PHI-10
Introduction to Philosophy   3 Units
(C-ID: PHIL 100)
UC, CSU
Prerequisite: None
Advisory: ENG-50 or ENG-80
Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-10H
Honors Introduction to Philosophy   3 Units
(C-ID: PHIL 100)
UC, CSU
Prerequisite: None
Limitation on enrollment: Enrollment in the Honors Program
Description: A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

PHI-11
Critical Thinking   3 Units
UC, CSU
Prerequisite: None
Advisory: REA-82
Description: This course presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.

COURSE DESCRIPTIONS

PHI-12
Introduction to Ethics: Contemporary Moral Issues   **3 Units**
(C-ID: PHIL 120)
UC, CSU
Prerequisite: None.
Description: Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

PHI-15
Bio-Medical Ethics   **3 Units**
UC, CSU
Prerequisite: None
Description: An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundations of ethical judgments, the nature of moral reasoning, the ethics of medical practitioner-patient relationships, confidentiality, death and dying, medical experimentation, animal research, abortion and euthanasia, genetic engineering and the new reproductive technologies. 54 hours lecture.

PHI-32
Introduction to Symbolic Logic   **3 Units**
(Same as MAT-32)
(C-ID: PHIL 210)
UC, CSU
Prerequisite: None
Description: Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

PHI-35
Philosophy of Religion   **3 Units**
(Same as HUM-35)
UC, CSU
Prerequisite: None
Advisory: PHI-10 or PHI-11 and REA-83 and qualification for ENG-1A
Description: An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

PHOTOGRAPHY

PHO-20
Introduction to Digital Photography   **3 Units**
CSU
Prerequisite: None
Description: Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 hours laboratory.

PHO-67
Business Practices for Photography   **3 Units**
CSU
Prerequisite: None
Description: This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture..

PHO-200
Photography Work Experience   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

Also see JOURNALISM

PHYSICAL EDUCATION
See KINESIOLOGY

PHYSICAL SCIENCE

PHS-1
Introduction to Physical Science   **3 Units**
UC*, CSU
Prerequisite: None
Description: Fundamental concepts of earth, space, and environmental science (astronomy, geology, meteorology, and oceanography) and principles of physics and chemistry, especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

PHYSICS

PHY-4A
Mechanics   **4 Units**
(C-ID: PHYS 205 PHYS 200S)
UC*, CSU
Prerequisite: None
Corequisite: MAT-1A
Description: Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory.

PHY-4B
Electricity and Magnetism   **4 Units**
(C-ID: PHYS 200S PHYS 210)
UC*, CSU
Prerequisite: PHY-4A
Corequisite: MAT-1B
Description: Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

PHY-4C
Heat, Light and Waves   **4 Units**
(C-ID: PHYS 200)
UC*, CSU
Prerequisite: PHY-4A
Corequisite: MAT-1B
Description: Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.

PHY-4D
Modern Physics   **4 Units**
(C-ID: PHYS 200S)
UC, CSU
Prerequisite: PHY-4A
Description: The study of special relativity, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture.

PHY-10
Introduction to General Physics   **3 Units**
UC*, CSU
Prerequisite: MAT-52
Description: A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture.

PHY-11
Physics Laboratory   **1 Unit**
UC, CSU
Prerequisite: None
Corequisite: PHY-10
Description: An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation and laboratory demonstrations. 54 hours laboratory.

PHYSIOLOGY AND ANATOMY
See BIOLOGY

POLITICAL SCIENCE

POL-1
American Politics   **3 Units**
(C-ID: POLS 110)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-1H
Honors American Politics   **3 Units**
(C-ID: POLS 110)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

POL-2
Comparative Politics   **3 Units**
(C-ID: POLS 130)
UC, CSU
Prerequisite: None
Advisory: REA-83 and Qualification of English 1A
Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the students understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-2H
Honors Comparative Politics   **3 Units**
(C-ID: POLS 130)
UC, CSU
Prerequisite: None
Advisory: REA-83 and Qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the students understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

POL-3
Introduction to Politics   **3 Units**
(C-ID: POLS 150)
UC, CSU
Prerequisite: None.
Advisory: REA 83 and qualification for ENG-1A
Description: An introduction to Political Science as a field of study and to the major concepts, theories, methods and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, Political Theory as well as to methods of Political Science research. 54 hours lecture.

POL-4
Introduction to World Politics   **3 Units**
(C-ID: POLS 140)
UC, CSU
Prerequisite: None
Advisory: Qualification for ENG-1A and REA-83
Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. 54 hours lecture.

POL-4H
Honors Introduction to World Politics   **3 Units**
(C-ID: POLS 140)
UC, CSU
Prerequisite: None
Advisory: REA-83 and Qualification for ENG-1A
Limitation on enrollment: Enrollment in the Honors Program
Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and-led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skillsanalysis, synthesis, and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

POL-5
The Law and Politics   **3 Units**
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

POL-6
Introduction To Political Economy   **3 Units**
(Same as ECO-6)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture.

POL-8
Introduction To Public Administration and Policy Development
                    3 Units
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture.

POL-11
Political Theory   **3 Units**
(C-ID: POLS 120)
UC, CSU
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

PSYCHOLOGY

PSY-1
General Psychology   **3 Units**
(C-ID: PSY 110)
UC, CSU
Prerequisite: None
Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

PSY-1H
Honors General Psychology   **3 Units**
UC, CSU
Prerequisite: None
Limitation on enrollment: Enrollment in the Honors Program
Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

PSY-2
Biological Psychology   **3 Units**
(C-ID: PSY 150)
UC, CSU
Prerequisite: PSY-1
Description: The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture.

PSY-8
Introduction to Social Psychology   **3 Units**
(C-ID: PSY 170)
UC, CSU
Prerequisite: None.
Description: This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

PSY-9
Developmental Psychology   **3 Units**
(C-ID: PSY 180)
UC, CSU
Prerequisite: None
Description: This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

PSY-33
Theories of Personality   **3 Units**
UC, CSU
Prerequisite: None
Description: This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

PSY-35
Abnormal Psychology   **3 Units**
(C-ID: PSY 120)
UC, CSU
Prerequisite: None
Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

PSY-48
Statistics for the Behavioral Sciences   **3 Units**
(Same as SOC-48)
(C-ID: SOCI 125)
UC, CSU
Prerequisite: MAT-35
Description: This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

PSY-50
Research Methods in Psychology   **4 Units**
(C-ID: PSY 205B)
UC, CSU
Prerequisite: PSY-1 and MAT-12 or MAT-12H
Description: This course introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

READING

REA-3
Reading for Academic Success   **3 Units**
CSU
Prerequisite: None
Advisory: Qualification for English 1A
Description: Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic, and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

REA-4
Critical Reading as Critical Thinking   **3 Units**
CSU
Prerequisite: None
Advisory: Qualification for ENG-1A
Description: This course is intended for students to fully understand the relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism and advocacy of ideas encountered in academic reading. 54 hours lecture.

REA-81
Foundations for College Reading   3.50 Units
Prerequisite: None
Description: Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed work in which a wide range of material will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass Option.)

REA-82
College Reading and Strategies   3.50 Units
Prerequisite: REA-81 or qualifying placement level
Description: Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in Reading 81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass Option.)

REA-83
College Reading and Thinking   3 Units
Prerequisite: REA-82 or ESL-73 or qualifying placement level
Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

REA-86
Reading Strategies-Textbooks   1 Unit
Prerequisite: None.
Description: This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course.Pass/No Pass only.)

REA-90
Accelerated College Reading   5 Units
Prerequisite: None
Description: This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course.Pass/No Pass only.)

REAL ESTATE

RLE-80
Real Estate Principles   3 Units
CSU
Prerequisite: None
Description: The real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture.

RLE-81
Real Estate Practices   3 Units
CSU
Prerequisite: None
Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

RLE-82
Legal Aspects of Real Estate   3 Units
CSU
Prerequisite: None
Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

RLE-83
Real Estate Finance   3 Units
CSU
Prerequisite: None
Description: Analysis of real estate finance in residential,apartment, commercial and special purpose properties. Methods of financing properties emphasized. 54 hours lecture.

RLE-84
Real Estate Appraisal   3 Units
CSU
Prerequisite: None
Description: Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture.

RLE-85
Real Estate Economics   3 Units
CSU
Prerequisite: None
Description: Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

RLE-86
Escrow Procedures I   3 Units
CSU
Prerequisite: None
Description: Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

RLE-200
Real Estate Work Experience   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass) ities engaged in escrow work. 54 hours lecture.

SOCIOLOGY

SOC-1
Introduction to Sociology   **3 Units**
(C-ID: SOCI 110)
UC, CSU
Prerequisite: None
Advisory: ENG-50
Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

SOC-2
American Social Problems   **3 Units**
(C-ID: SOCI 115)
UC, CSU
Prerequisite: None
Description: Identification and analysis of major social problems confronting contemporary 20th century America; emphasizing, among other topics, urban and rural transformations, family life, minorities, criminal and delinquent behavior. 54 hours lecture.

SOC-10
Race And Ethnic Relations   **3 Units**
(C-ID: SOCI 150)
UC, CSU
Prerequisite: None
Description: An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination and the concept of racism. The course brings into sharper focus the history and contemporary status of White ethnics, religious minorities, American-Indians, African-Americans, Hispanic-Americans, and women in the United States. Social institutions, such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the U.S. and other societies are closely examined. 54 hours lecture

SOC-12
Marriage and Family Relations   **3 Units**
(C-ID: SOCI 130)
UC, CSU
Prerequisite: None
Advisory: SOC-1 and ENG-50
Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

SOC-20
Introduction to Criminology   **3 Units**
(C-ID: SOCI 160)
UC, CSU
Prerequisite: None
Description: An introduction to the fundamentals of Criminology; including surveys of the theories of crime, statistical procedures and research methodology, types of crime, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

SOC-48
Statistics for the Behavioral Sciences   **3 Units**
(Same as PSY-48)
(C-ID: SOCI 125 MATH 110)
UC, CSU
Prerequisite: MAT-35
Description: This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

SOC-50
Introduction to Social Research Methods   **3 Units**
(C-ID: SOCI 120)
UC, CSU
Prerequisite: SOC-1
Description: Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture.

SPANISH

SPA-1
Spanish 1   5 Units
(C-ID: SPAN 100)
UC*, CSU
Prerequisite: None
Advisory: Completion of placement test to assess level of proficiency in Spanish.
Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

SPA-1H
Honors Spanish 1   5 Units
(C-ID: SPAN 100)
UC, CSU
Prerequisite: None
Advisory: Completion of placement test to assess level of proficiency in Spanish
Limitation on enrollment: Enrollment in the Honors Program
Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. Includes discussion of Hispanic culture and daily life. This Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-1 and SPA-1H. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

SPA-2
Spanish 2   5 Units
(C-ID: SPAN 110)
UC, CSU
Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent
Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

SPA-2H
Honors Spanish 2   5 Units
(C-ID: SPAN 110)
UC, CSU
Prerequisite: SPA-1 or SPA-1H or SPA-1B or qualifying placement level on the Spanish assessment test, or the equivalent
Limitation on enrollment: Enrollment in the Honors Program
Description: This course concentrates on the development of the beginning intermediate skills of listening, reading, speaking and writing. Emphasis is placed on the acquisition of vocabulary, structures and at the beginning intermediate level. Includes discussion of Hispanic culture and daily life. This Honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-3
Spanish 3   5 Units
(C-ID: SPAN 200)
UC*, CSU
Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test or the equivalent
Description: Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

SPA-3N
Spanish for Spanish Speakers   5 Units
(C-ID: SPAN 220)
UC*, CSU
Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test, the equivalent or
Description: Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

SPA-4
Spanish 4   5 Units
(C-ID: SPAN 210)
UC, CSU
Prerequisite: SPA-3 or SPA-3N, qualifying placement level on the Spanish assessment test or the equivalent
Description: Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

SPA-8
Intermediate Conversation   **3 Units**
UC, CSU
Prerequisite: SPA-2 or SPA-2H or SPA-3 or SPA-3N or SPA-4
Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-11
Culture and Civilization   **3 Units**
UC, CSU
Prerequisite: None.
Description: Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-12
Latin American Culture and Civilization   **3 Units**
UC, CSU
Prerequisite: None
Description: Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPA-13
Spanish for Health Care Profession   **5 Units**
CSU
Prerequisite: None
Description: This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

SPEECH COMMUNICATION
See COMMUNICATION STUDIES

SUPERVISION
See MANAGEMENT

THEATER ARTS

THE-3
Introduction to the Theater   **3 Units**
(C-ID: THTR 111)
UC, CSU
Prerequisite: None
Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

THE-32
Acting Fundamentals - Theater Games and Exercises   **3 Units**
(C-ID: THTR 151)
UC, CSU
Prerequisite: None
Description: Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory.

THE-200
Theatre Arts Work Experience   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

WORK EXPERIENCE

WKX-200
Work Experience   **1-4 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the students occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

WKX-201
General Work Experience   **1-3 Units**
CSU*
Prerequisite: None
Advisory: Students should have paid or voluntary employment. Students should have paid or voluntary employment
Description: This course is designed to coordinate the students occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to three (3) units each semester for two (2) semesters or a maximum of 6 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. 18 hours lecture and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low- and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an educational gateway for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the District Curriculum Committee, the Board of Trustees and the state Chancellor's Office.

INTERDISCIPLINARY STUDIES

ILA-800
Supervised Tutoring   **0 Units**
Prerequisite: None
Co-Requisite: Student must be enrolled in at least one other non-tutoring course.

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

SENIOR CITIZEN EDUCATION

SCE-804
Senior Topics   **0 Units**
Prerequisite: None
Description: This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance. (Non-credit course.)

SCE-809
Computer Basics Older Adults   **0 Units**
Prerequisite: None.
Description: This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance. (Non-credit course.)

SCE-810
Photography for Older Adults   **0 Units**
Prerequisite: None
Description: In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance. (Non-credit course.)

SCE-811
Drawing and Painting for Older Adults   **0 Units**
Prerequisite: None.
Description: This course designed for students 55 years and older will include a potpourri of drawing, illustration, painting, mixed media and basic design components that will allow individual classes to have one or more emphases and will focus on the development and/or enhancement of mental acuity, fine motor skills, creativity and art appreciation in a welcoming social environment. Classes may include creative interpretation of subjects from life, landscape and imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history and methods of conserving and displaying completed works. Socialization and interaction will be an important part of this class. Students will be taught in a progressive systematic manner. Students will provide their own materials and supplies. 24 hours laboratory; Positive Attendance. (Non-credit course.)

SCE-813
Healthy Aging for Older Adults　　　　**0 Units**
Prerequisite: None.
Description: Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and balance, all focusing on maintaining good health as they age. 13 hours lecture and 11 hours laboratory; Positive Attendance.

SCE-820
Music for Active Seniors　　　　**0 Units**
Prerequisite: None.
Description: Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults. Includes live instrumental and vocal presentations; instruction on composers and song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance. (Non-credit course.)

SCE-821
Music Therapy for Frail Seniors　　　　**0 Units**
Prerequisite: None.
Description: Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments; vocal presentations and instruction on composers, song- stories, backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who may live in assisted-living environments. 30 hours laboratory; Positive Attendance. (Non-credit course.)

SCE-830
Mature Driver Improvement　　　　**0 Units**
Prerequisite: None
Limitation on enrollment: Students must possess a valid California Driver's License and , Be prepared to pay a nominal fee (currently $1.00) for the DMV Certificate of Completion.
Description: This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. 8 hours lecture; Positive Attendance. (Non-credit course.)

SCE-840
Craft Design for Older Adults　　　　**0 Units**
Prerequisite: None
Description: This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance. (Non-credit course.)

SCE-842
Needle Arts for Seniors　　　　**0 Units**
Prerequisite: None.
Description: Students 55 years and older will learn to create needle arts projects in a socially interactive environment. The course will feature a wide variety of needle arts instruction to give students an opportunity to use their creative talents while retaining and continuing to develop fine motor skills memory improvement and will provide an opportunity to share backgrounds and family history through the various projects and offer in a socially interactive environment. Some of the various needle arts that might be included in various classes are: needlepoint, cross stitch, needle beading, embroidery, ribbon embroidery, Japanese bunka and other ethnic needle arts, fabric embellishment, appliqué, quilting, crochet and knitting. Students will provide their own needle art supplies. 24 hours laboratory; Positive Attendance. (Non-credit course.)

COURSE DESCRIPTIONS

Section VII

FACULTY

RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY LECTURE

Ann Pfeifle
Professor
History

Moreno Valley College History Professor Ann Pfeifle delivered the 58th Riverside Community College District Faculty Lecture. The Faculty Lecture series began in 1961, and each year Academic Senate members select the Distinguished Faculty Lecturer to present a spring lecture on a subject of their liking. Being selected as a lecturer is the highest honor faculty bestow on a colleague.

Pfeifle's lecture, *Exploring Family – Where Does History Take Us*, explored family history which has undergone a revolution of sorts over the last decade. Americans spend billions of dollars a year on direct-to-consumer genetic tests and thousands of hours online building internet family trees. Building on this trend, Pfeifle explored the potential benefits and the disputes associated with this renewed interest in genealogy and the production of family history by presenting her own experience with the company 23andMe and the impact of discovering her genes as a child of a closed adoption.

She also answered such questions as how do we define ourselves and present our family history? What makes us who we are – our culture, our genes, our shared stories? How might our views of our community, nation and world change if we focus on the fact that we are 99.99 percent the same?

Pfeifle, who earned the rank of full professor in April of 2017, holds a master's degree in History from UC Riverside as well as undergraduate degrees from the University of Minnesota and Moorhead State. She joined the Riverside Community College District faculty in 2001 and was assigned classes at Moreno Valley College, Riverside City College and the California Rehabilitation Center in Norco as part of the District's Open Campus program. In addition, she worked with local historical organizations to promote connections between the colleges and the community, specifically the military community.

She is a four-time winner of the Outstanding Club Advisor award, and has advised Pride Alliance, Muslim Student Association, Young Americans for Liberty, and Students for Responsible Citizenry. She has also been honored as the Faculty of the Year (Humanities and Social Sciences) three times and has participated in the Puente Program and the Faculty Internship Program, serving as a mentor for students.

MORENO VALLEY COLLEGE FACULTY

BACIUNA, NICOLAE — Associate Professor, Mathematics

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2008.

BALENT, AMY E. — Professor, Art

BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College District since 2001.

BANKS, JAMES — Professor, Human Services

B.S., University of Wisconsin, Whitewater; M.S.W., University of Wisconsin, Madison. At Riverside Community College District since 2002.

BARBOZA, MATTHEW M. — Associate Professor, Computer Information Systems

B.A., California State Polytechnic University, Pomona; M.A., California State University, Fullerton. At Riverside Community College District since 2001.

BHATTACHARYA, DEBADARSHI (Dipen) — Professor, Physics

M.S., Moscow State University, Moscow, Russia; Ph.D., University of New Hampshire, Durham. At Riverside Community College District since 2001.

BIANCARDI, FABIAN A. — Professor, Political Science

B.A., Richmond College, London; M.Sc., Ph.D., London School of Economics. At Riverside Community College District since 2001.

BRAUTIGAM, BRIAN — Assistant Professor, Counseling

B.A., California Baptist University; M.A., San Diego State. At Riverside Community College District since 2017.

BRIGGS, CORDELL A. — Associate Professor, English

B.A., Oakwood College; M.A., Andrews University; Ph.D., Howard University. At Riverside Community College District from 1988-1998, and since 2001.

BROWN-LOWRY, TANYA — Assistant Professor, Health Science/Kinesiology

B.A., University of California, Riverside; M.A., Azusa Pacific University. At Riverside Community College District since 2016.

BROYLES, LARISA — Professor, Anthropology

B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

CACHIA, AMANDA — Assistant Professor, Art History

B.A., University of Wollongong Australia; M.A., California College of the Arts San Francisco; M.A., Goldsmith College University of London; Ph.D., University of California, San Diego. At Riverside Community College District since 2017.

CLARK, DANIEL H. — Professor, English

B.A., Colorado State University; M.A., Indiana University; Ph.D., University of California, Davis. At Riverside Community College District since 1999.

CUETO, ROSALIA — Assistant Professor, Mathematics

B.S., M.S., University of California at Riverside. At Riverside Community College District since 2016.

DRAKE, SEAN D. — Associate Professor, Mathematics

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2000.

DUNPHY, LAURA — Assistant Professor, Business

B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2016.

DYER, RACHEL — Assistant Professor, Human Services

B.S., California Baptist University; M.S.W., California State University, San Bernardino. At Riverside Community College District since 2017.

ELDER, GREGORY P. — Professor, History

A.B., Indiana University; Certificate in Theology, Oxford University, UK; Master of Divinity, Nashotah House Theological Seminary; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 1991.

ESCOBAR, JENNIFER — Assistant Professor, English

B.A., University of California, Riverside; M.A., Claremont Graduate University. At Riverside Community College District since 2016.

FAST, MATTHEW — Associate Professor, Computer Information Systems

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.

FELTON, ADAM — Assistant Professor, Psychology

B.A., Indiana Tech Indiana; M.A., Ball State University; Ph.D., University of California Riverside. At Riverside Community College District since 2017.

FLOERKE, JENNIFER — Associate Professor, Communication Studies

B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2013.

FLORES, NORMA — Assistant Professor, Spanish

B.A.,Cal State University, San Bernardino; M.A., Cal State University, San Bernardino. At Riverside Community College District since 2017.

MORENO VALLEY COLLEGE FACULTY

FONTAINE, ROBERT   Associate Professor
Director, Emergency Medical Services
B.A., University of La Verne; M.A., Chapman University. At Riverside Community College District since 2004.

FREITAS, SIOBHAN   Associate Professor
Chemistry
B.S., University of Massachusetts; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2000.

GAGE, GEORGE   Associate Professor
Community Interpretation in Spanish
B.A., University of Vermont; M.A., University of Texas at El Paso. At Riverside Community College District since 2000.

GALICIA, FELIPE   Associate Professor
Biology
B.S., M.S., California State University, San Bernardino. At Riverside Community College District since 2005.

GARCIA, RICHARD   Visiting Professor
Counseling
A.A., Chaffey College; B.A., University of California, Irvine; M.A., University of Redlands. At Riverside Community College District since 2016.

GIBBS, TRAVIS   Professor
Psychology
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino; Ph.D., The Union Institute Graduate School. At Riverside Community College District since 1996.

HAUSLADEN, LISA   Associate Professor
Medical Assisting
B.S., Southern Illinois University; M.B.A., University of Phoenix. At Riverside Community College District since 2005.

HAWTHORNE, TERRIE   Visiting Assistant Professor
Counseling
B.A., California State University, Northridge; M.A., Loma Linda University. At Riverside Community College District since 2011.

HONORE, CHERYL   Professor
Accounting
B.S., Loyola Marymount University, Los Angeles; M.B.A., California State Polytechnic University, Pomona. At Riverside Community College District since 1990.

HOWARD, JEANNE   Associate Professor
Counseling
A.A., Citrus College; B.S., M.S., University of La Verne. At Riverside Community College District since 2008.

HULSHOF, LIDIA   Associate Professor
Dental Assisting
B.S., Biola University; D.D.S., Loma Linda University. At Riverside Community College District since 2006.

JAMES, MELANIE   Assistant Professor
English
B.A., Univerity of Idaho; M.A., California State University, San Marcos. At Riverside Community College District since 2016.

JOHNSON, FEN   Associate Professor
Mathematics
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.

KAZSUK, ELIZABETH   Assistant Professor
Sociology
B.A., Case Western Reserve University; M.A., University of California Riverside. At Riverside Community College District since 2017.

KIM, JOYCE   Associate Professor
Speech Language Pathology
B.A., University of California, Los Angeles; M.S., Teachers College Columbia University, Ph.D., University of California, Riverside. At Riverside Community College District since 2009.

LAMBERT, JIM   Assistant Professor
Fire Technology
B.A., American Military University; M.A., Brandman University. At Riverside Community College District since 2017.

LIPKIN, ELLEN   Associate Professor
Microbiology
B.S., University of Arizona; M.S., University of California, San Francisco. At Riverside Community College District since 1999.

LOPEZ, GERTRUDE   Assistant Professor
Counselor/Coordinator, UMOJA
B.A., California State University San Bernardino; M.S., National University. At Riverside Community College District since 2015.

LOYA, ROBERT   Associate Professor
Computer Information Systems/Business
B.S., M.I.S., University of Phoenix. At Riverside Community College District since 2013.

MAEREAN, GABRIELA   Assistant Professor
Mathematics
B.S., University of California, Riverside; M.S., California State University, San Bernardino. At Riverside Community College District since 2016.

MARQUIS, ANYA-KRISTINA   Associate Professor
Geography
B.A., University of California, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 2013.

MARSHALL, SHARA   Associate Professor
Biology & Health Sciences
B.A., M.S., California State University, San Bernardino. At Riverside Community College District since 2009.

McNAUGHTON, BARRY   Assistant Professor
Music
B.A., University of California Santa Barbara; M.A., University of Southern California. At Riverside Community College District since 2016.

McQUEAD, MICHAEL W.   Associate Professor
Computer Information Systems
B.M., M.M., University of Southern California. At Riverside Community College District since 1999.

MORENO VALLEY COLLEGE FACULTy

MONTES, BONNIE   Associate Professor
                                              Counseling
M.A., California State University, Dominguez Hills. At Riverside
Community College District since 2011.

MOON, DEBORAH   Associate Professor
                                           Dental Hygiene
B.S., Northern Arizona University; M.A., Pepperdine University.
At Riverside Community College since 2012.

MOORE, FRANKIE   Associate Professor
                              Coordinator, Student Activities
B.A., M.A., California State University, Fresno. At Riverside
Community College District since 2005.

MORSHED, TAHMINA   Assistant Professor
                                               Economics
B.A., M.A., Rajshahi University in Bangladesh; M.S., Portland State
University. At Riverside Community College District since 2017.

MURRELL, DEANNA   Visiting Assistant Professor
                                               Counseling
B.A., Sonoma State; M.A., National University. At Riverside
Community College District since 2017.

NAFZGAR, SARA   Assistant Professor
                                    Communication Studies
B.A., M.A., California State University, Fullerton. At Riverside
Community College District since 2016.

NAMEKATA, JAMES S.   Associate Professor
                                             Mathematics
B.S., University of California, Riverside; M.A., California State
University, San Bernardino. At Riverside Community College District
since 1999.

NAVAS, ESTEBAN   Assistant Professor
                                             Mathematics
B.S., University of California Riverside; M.S., University of California
Riverside; Ph.D., University of California Riverside. At Riverside
Community College District since 2016.

NGUYEN, KASEY   Assistant Professor
                              Computer Information Systems
B.A., ITT Technical Institute, M.A., Strayer University, Virginia;
Ph.D., Capella University, Minnesota. At Riverside Community
College District since 2018.

NOLLETTE, CHRISTOPHER   Professor
                              Emergency Medical Services
A.A., Oklahoma Community College; B.A., M.Ed., Ed.D., University
of Houston. At Riverside Community College District since 2003.

NYROP, SONYA   Associate Professor
                                                 Reading
B.A., Columbia Union College; M.A., University of London; M.S.,
California State University, San Bernardino. At Riverside Community
College District since 2006.

ORR, CASEY   Visiting Assistant Professor
                                               Counseling
B.A., California State University, San Marcos; M.A., California State
University, San Marcos; M.A. Azusa Pacific University; Ph.D., Capella
University. At Riverside Community College since 2009.

PACHECO, MARIA DEL ROCIO   Professor
                               Counseling and Psychology
A.A., Rio Hondo Community College; B.A., University of California,
Irvine; M.S., California State University, Long Beach; Psy.D., The
Chicago School of Professional Psychology. At Riverside Community
College District since 2001.

PAINE, KRISTY   Assistant Professor
                   Administration of Justice/Law Enforcement
A.A., San Bernardino Valley College; B.A., M.P.A., California State
University, San Bernardino. At Riverside Community College District
since 2016.

PARKER, LATONYA   Associate Professor
                                               Counseling
B.A., M.S., California State University, Long Beach; Ed.D., Brandman
University. At Riverside Community College District since 2007.

PENA, LARRY A.   Associate Professor
                                               Counseling
B.A., University of California, Riverside; M.S., California State
University, San Bernardino. At Riverside Community College District
since 2000.

PERCHES, CARMEN   Assistant Professor
                    Counseling, Coordinator Career Transfer Center
B.A., California State University, Hayward; M.A., California State
University, San Bernardino. At Riverside Community College District
since 2000.

PFEIFLE, ANN L.   Professor
                                                 History
B.A., University of Minnesota; B.S., Moorhead State University; M.A.,
University of California, Riverside. At Riverside Community College
District since 2001.

PISA, SHEILA   Professor
                                             Mathematics
A.A.S., SUNY Agricultural and Technical College, Morrisville, New
York; B.S., M.S., California Polytechnic University, San Luis Obispo;
Ed.D., Pepperdine University. At Riverside Community College
District since 1991.

RAMIREZ, CYNTHIA   Assistant Professor
                                               Counselor
M.A., University of Redlands, B.A., University of California, Irvine,
A.A., A.S., Riverside Community College. At Riverside Community
College District since 2018.

RENFROW, DEBBI   Associate Professor
                                          Library Science
B.A., University of California, Riverside; M.A., California State
University, Dominguez Hills; M.L.I.S., San Jose State University.
At Riverside Community College District since 2009.

MORENO VALLEY COLLEGE FACULTY

RHYNE, JEFFREY   **Professor**
                                                     English

B.A., Pomona College; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2006.

RICHARDS-DINGER, KARI   **Associate Professor**
                                                  Mathematics

B.S., University of California, Santa Barbara; M.S., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College District since 2009.

ROCCO, CHRISTOPHER   **Professor**
                                                   Humanities

B.A., University of Hawaii; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2001.

SANCHEZ, ABEL   **Assistant Professor**
                                                     Biology

B.A., M.A, Cal State University, San Bernardino. At Riverside Community College District since 2016.

SAXON, KATHLEEN L.   **Associate Professor**
                                                  Mathematics

A.S., Mt. San Jacinto College; B.S., University of California, Riverside; M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1998.

SCHWARTZ, MICHAEL   **Associate Professor**
                                                     English

B.A., M.A., California State University, Dominguez Hills. At Riverside Community College District since 2011.

SHEDD, DANA   **Assistant Professor**
                                                     Reading

B.A., M.A., University of Azusa; M.A., University of La Verne. At Riverside Community College District since 2017.

SINIGAGLIA, NICHOLAS   **Associate Professor**
                                                  Philosophy

B.A., University of California, Berkeley; M.A., University of California, Irvine. At Riverside Community College District since 2007.

SNITKER, NICOLE   **Assistant Professor of Career**
                              and Technical Education
                                       Dental Hygiene

B.A., Northern Arizona University. At Riverside Community College District since 2008.

STEVENSON, KATHRYN   **Assistant Professor**
                                                     English

B.A., M.A., Western Washington University; Ph.D., University of California, Riverside. At Riverside Community College District since 2016.

THOMPSON, MELISSA   **Assistant Professor**
                                       Early Childhood Education
B.A., California State University Los Angeles; M.A., National University. At Riverside Community College District since 2016.

THURSTON, NIKKI   **Associate Professor**
                                                   Counseling

B.A., California Baptist University; M.S.W, California State University, San Bernardino. At Riverside Community College District since 2017.

TOLUNAY, ADVIYE   **Professor**
                                                   Psychology

B.A., M.A., Bogazici University (Turkey); Ph.D., University of Rhode Island. At Riverside Community College District since 2006.

TREJO, SILVIA   **Visiting Assistant Professor**
                                          Counselor
                                  Coordinator, STEM

B.A., San Diego State University; M.S. California State University, San Bernardino. At Riverside Community College District since 2006.

TSAI, I-CHING   **Professor,**
                                                       Music

B.A., National Conservatory of Music Carlos Lopez Buchardo, Buenos Aires, Argentina; M.A., University of Redlands; D.M.A., Claremont Graduate University. At Riverside Community College District since 2004.

VEGA-SANCHEZ, MARIO   **Assistant Professor**
                                                     Spanish

B.A., California State University San Bernardino; M.A., California State University, Fullerton. At Riverside Community College District since 2016.

WAGNER, STEPHEN D.   **Associate Professor**
                                                     Biology

B.S., M.S., California State University, San Bernardino. At Riverside Community College District since 2005.

WERNER-FRACZEK, JOANNA   **Professor**
                                                     Biology

B.S., M.S., University of Gdansk; M.S., Ph.D., University of Wisconsin, Madison. At Riverside Community College District since 2006.

WICKEN, INGRID P.   **Professor**
                                                  Kinesiology

A.A., Riverside Community College; B.S., M.S., California State Polytechnic University, Pomona. At Riverside Community College District since 1989.

WILLIAMS, EDWARD ALLAN   **Professor**
                                                     English

A.A., San Diego City College; M.A., M.F.A., San Diego State University; B.B.A., National University, San Diego. At Riverside Community College District since 1997.

WILLIAMS, THOMAS   **Visiting Assistant Professor**
                                                   Counseling

B.S., California University, Sacramento; M.S.C., California State, Northridge. At Riverside Community College District since 2017.

YAO, CHUI ZHI   **Associate Professor**
                                                  Mathematics

A.S., Moreno Valley College; B.A., M.A., M.A., California State University, Sacramento; Ph.D., University of California, Riverside. At Riverside Community College District since 2008.

ZAPATA, VALARIE   **Associate Professor**
                                                     English

B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

MORENO VALLEY COLLEGE ADMINISTRATION

ALVAREZ, EDWARD   **Director**
First-Year Experience
A.A., Riverside Community College; B.S.,M.A., University of Redlands. At Riverside Community College District since 2016.

AMEZQUITA, ANNA MARIE   **Dean of Instruction**
B.A., St. Edward's University; M.A., New Mexico State University. At Riverside Community College District since 2000.

BEEBE, ROBERT   **Director**
Facilities
At Riverside Community College since 2018

CLIFTON, JAMIE   **Director**
Enrollment Services
A.S., Riverside City College. At Riverside Community College District since 2002.

CLOWNEY, MICKI   **Director**
TRIO Programs
Academic Counseling and Education Services (ACES)
M.A., University of Southern California. At Riverside Community College District since 2013.

CUZ, JULIO   **Manager**
Technology Support Services
A.S., Riverside City College; B.S., California Baptist University. M.A., University of Pepperdine. At Riverside Community College District since 2001.

DOHERTY, MARY ANN   **Dean**
Grants and Business Services
B.A., California State Polytechnic University, Pomona; M.P.A., California State University, San Bernardino. At Riverside Community College District since 2017.

FOSTER, DYRELL   **Vice President**
Student Services
B.S., University of California, Davis; M.S., California State University, Long Beach; Ed.D., University of Southern California. At Riverside Community College District since 2014.

GONZALEZ, JULIO   **Director**
Middle College High School
B.A., University of California, Riverside; M.A., University of Redlands. At Riverside Community College District since 2001.

GRAVEEN, MELODY   **Dean of Instruction**
Career and Technical Education
B.S., Excelsior College; M.S., Ed.D., Capella University. At Riverside Community College District since 2015.

HLEBASKO, JULIE   **Manager**
Food Services
At Riverside Community College District since 2012.

JONES, NATHANIEL   **Vice President**
Business Services
B.S.E., University of Mryland; MBA, Loyola University; Ph.D., University of Maryland. At Riverside Community College since 2016.

KIRKPATRICK, RONALD   **Supervisor**
Grounds
At Riverside Community College District since 2015.

LANE, DONNELL   **Director**
STEM Innovation Center/Makerspace
B.A., Cornell University; M.A., Northwestern University. At Riverside Community College District since 2018.

LOPEZ, CARLOS   **Vice President**
Academic Affairs
B.A., University of California, San Diego; M.S., University of California, Riverside. At Riverside Community College District since 2017.

MARTINEZ, SANDRA   **Director**
Student Financial Services
A.A., Santa Ana College; B.A., University of Phoenix; M.B.A, Brandman University. At Riverside Community College District since 2008.

MORGAN, KENNETH   **Supervisor**
Custodial
At Riverside Community College District since 2005.

SANCHEZ, ANDREW   **Dean**
Grants and Equity Initiatives
B.A., San Francisco State University; M.S., Hunter College, The City of New York; Ed.D., California State University, Long Beach. At Riverside Community College District since 2017.

SHENTON, THOMAS   **Sergeant**
Safety & Police
B.S., California State University, San Bernardino. At Riverside Community College District since 2014.

SMITH, NICOLE   **Director**
Disabled Student Programs and Services
B.A., University of California, Irvine; M.Ed, California Polytechnic, Pomona; Ph.D., Claremont Graduate University. At Riverside Community College District since 2015.

STEINBACK, ROBIN L.   **President**
A.S., Mt. San Jacinto College; B.S., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2013.

TARCON, SUSAN   **Director**
Health Services
B.S.N., University of Wisconsin; M.S.N., University of Phoenix. At Riverside Community College District since 2007.

TURNIER, ARTHUR   **Dean of Instruction**
Public Safety Education and Training
B.A., University of the State of New York, Regents College; M.A ., California State University, San Bernardino. At Riverside Community College District since 2015.

FACULTY

MORENO VALLEY COLLEGE ADMINISTRATION

VINCENT, EUGENIA E.   **Dean**
                                            Student Services
B.S., Clark-Atlanta University; M.A., University of Southern
California. At Riverside Community College District since 1988.

WONG, MICHAEL PAUL   **Dean**
                                    Student Services (Counseling)
B.A., University of California, Irvine; M.Ed., University of Vermont;
Ph.D., University of Southern California. At Riverside Community
College District since 2015.

YOSHINAGA, ANN   **Associate Dean**
                                            Academic Support
A.S., Crafton Hills; B.S., California State University, Long Beach;
M.A., California State University, San Bernardino. At Riverside
Community College District since 2010.

Section VIII

DISTRICT

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE PHONE LISTINGS

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

Academic Affairs 571-6351
Academic Departments:
    Business, and Information Technology Systems 571-6125
    Communications 571-6325
    Health, Human, and Public Services. 571-6284
    Humanities and Social Sciences. 571-6134
    Mathematics 571-6125
    Natural Sciences and Kinesiology 571-6125
    Public Safety Education and Training. 571-6300
Academic Counseling and Educational Services (ACES) . . . 571-6275
Academic Support 571-6309
Admissions & Records. 571-6101
Assessment and Placement Testing 571-6427
Bookstore. 571-6107
Business Services 571-6342
Career and Transfer Center. 571-6914
College Police 571-6190
Computer and Study Center. 571-6483
Counseling 571-6104
Dean of Career & Technical Education. 571-6292
Dean of Institutional Effectiveness 571-6421
Dean of Instruction 571-6163
Dean of Public Safety Education and Training 571-6314
Dean of Student Services. 571-6159
Dean of Student Services (Counseling). 571-6335
Dental Hygiene/Assisting Program 571-6433
Disability Support Services. 571-6138
Early Childhood Education Center 571-6214
Emergency Medical Services 571-6395
Employment Placement 571-6907

Extended Opportunity Programs and Services (EOPS) 571-6253
Facilities Office 571-6113
Fire Technology 571-6197
Grants & College Support Services 571-6261
Guardian Scholars/Foster Youth Support Services 571-6110
Health and Psychological Services. 571-6103
Honors Program. 571-6948
Institutional Research and Assessment 571-6303
Law Enforcement Programs 571-6192
Learning Center 571-6944
Library 571-6356
Mailroom. 571-6145
Matriculation (Student Success and Support Programs) 571-6131
Middle College High School. 571-6463
Outreach 571-6273
Police Dispatch 222-8171
President's Office 571-6161
Puente Program 571-6240
STEM Counseling 571-6175
Student Activities 671-6105
Student Government 571-6268
Student Financial Services 571-6139
Technology Support Services 571-6200
Tutorial Services. 571-6167
Upward Bound Math and Science Program. 571-6382
Veterans Services 571-6427
Web Development 571-6380
Workforce Preparation 571-6154

NORCO COLLEGE PHONE LISTINGS

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

Academic Departments
    Art, Humanities and World Languages 372-7076
    Business . . . . 372-7067 or 372-7079
    Communications 372-7067
    Engineering and Information Technologies 372-7067
    Mathematics and Sciences 372-7079
    Social and Behavioral Sciences. 372-7076
Admissions & Records. 372-7003
Assessment Center 372-7176
Bookstore. 372-7085
CalWORKs 372-7052
College Police 372-7088
24-Hour Dispatch Center 222-8171
College Receptionist. 372-7044
Counseling 372-7101
Dean of Instruction 372-7018
Dean of Instruction, Career and Technical Education 372-7000
Dean of Student Services. 372-7081
Disability Resource Center 372-7070
Extended Opportunity Programs and Services 372-7128

Health Services 372-7046
Honors Program. 739-7846
Library/Resource Center. 739-7896
Outreach 739-7856
Parking. 739-7895
Puente Program 372-7146
STEM 739-7806
Student Activities 372-7007
Student Employment 372-7190
Student Financial Services 372-7009
The Talented Tenth Program (T3p) 372-7148
Transfer Center. 372-7043
Student Support Services. 372-7163
Upward Bound Programs 739-7819
Tutorial. 372-7143
Veterans Services 372-7142

RIVERSIDE CITY COLLEGE PHONE LISTINGS

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

Academic Affairs 222-8053
Academic Departments:
　Applied Technology. 222-8491
　Art 222-8339
　Behavioral Sciences 222-8540
　Business and Info Tech Services 222-8551
　Chemistry 222-8533
　Communication Studies 222-8540
　Cosmetology. 222-8185
　Counseling 222-8440
　Early Childhood Education 222-8491
　Economics, Geography, Political Science 222-8540
　English & Media Studies. 222-8519
　History, Humanities, Philosophy 222-8540
　Kinesiology 222-8421
　Library and Learning Resources 222-8654
　Life Sciences 222-8533
　Math. 222-8533
　Performing Arts 222-8339
　Physical Science 222-8533
　School of Nursing 222-8760
　World Languages 222-8519
Admissions & Records 222-8600
Art Gallery. 222-8358
Bookstore. 222-8140
CalWORKs 222-8964
Career and Technical Education 222-8131
College Police 24-Hour Dispatch 222-8171

College Police Parking Services 222-8090
Disability Resource Center 222-8060
Diversity and Equity Compliance 222-8435
Division Deans
　Fine and Performing Arts 222-8399
　Languages, Humanities & Social Sciences 328-3881
　Math, Science & Kinesiology 222-8729
　Nursing 222-8818
EOPS and CARE 222-8122
Extended Opportunity Programs and Services 222-8045
Foster and Kinship Care Education. .222-8937
Foster Youth Support Services 222-8251
Gateway College and Career Academy 222-8934
Human Resources 222-8588
International Student Center 222-8160
Math and Learning Center . . . . 222-8000 Ext. 4100
Outreach 222-8574
Performance Riverside. 222-8100
Student Activities 222-8570
Student Financial Services 222-8710
Student Health and Psychological Services 222-8151
Transcript Office. 222-8603
Transfer Center. 222-8446
TRiO Student Support. 222-8227
Tutorial. 222-8168
Veterans Office 222-8602
Writing and Reading Center. 222-8632

RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION

Wolde-Ab Isaac

OFFICE OF THE CHANCELLOR

Wolde-Ab Isaac, Ph.D.
Chancellor

Vacant
Chief of Staff

Margaret Cartwright
Associate Vice Chancellor, Strategic Communications
and Institutional Advancement

OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

Susan Mills
Vice Chancellor, Educational Services and Strategic Planning

Raj Bajaj
Dean, Educational Services

Christopher Blackmore
Associate Vice Chancellor,
Information Technology and Learning Services

David Torres
Dean, Institutional Research and Strategic Planning

OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Aaron Brown
Vice Chancellor, Business and Financial Services

Vacant
Associate Vice Chancellor, Facilities Development

Michael Simmons
Director, Risk Management, Safety & Police

Madj Askar
Director, Business Services

Melissa Elwood
Controller, Accounting Services

Robert Gunzel
Chief of Police

OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

Terri Hampton
Vice Chancellor, Human Resources and Employee Relations

Diana Torres
Director, Human Resources and Employee Relations

Lorraine Jones
District Compliance Officer

DISTRICT CURRICULUM COMMITTEE

Greg Burchett
Committee Member
Riverside Curriculum Committee Chair

Brian Johnson
Committee Member
Norco Curriculum Committee Chair

Ann Pfeifle
Committee Chair
Moreno Valley Curriculum Committee Chair

Steven Schmidt
Committee Member*
Tech Review Committee Chair
CurricUNET Liaison

Heather Edberg
Committee Secretary*

*Non-voting member

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the colleges with leadership in the areas of advocacy, resource stewardship, and planning.

RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted goals by affirming its vision and values:

Vision

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

Legacy
- Heritage
- Standards
- Foundation of future

Inclusiveness
- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

Service
- To students
- To community
- To the colleges
- Education/service learning

Stewardship
- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

Enrichment
- Economic development
- Lifetime learning
- Professional development
- Community advancement

Excellence
- Innovation
- Student success
- Organizational effectiveness
- Learning environment

Shareholders
- Economic partner
- Community mindedness
- Community responsibility

STRATEGIC THEMES AND GOALS

Student Success

As open access institutions of higher education, Riverside Community College District and its colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

Goal 1: Remove barriers to access for students, while making the process of accessing new student information and applying to colleges more user-friendly.
Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
Goal 3: Provide programs and services that address community educational needs and priorities.
Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to colleges and educational programs.

Student Learning and Success

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
Goal 2: Increase rates of transfer, degree, and certificate completion.
Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
Goal 4: Reduce the gap in both student achievement and outcomes.
Goal 5: Support and increase student engagement in and out of the classroom.

Resource Stewardship

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the colleges are met as a priority.
Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

DISTRICT

Community Collaboration and Partnership

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

Goal 1: Refine and promote programs in Career & Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.

Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.

Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.

Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.

Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the colleges, Community Education, and other initiatives.

Creativity and Innovation

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its colleges, District and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.

Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.

Goal 3: Support the colleges' innovative ideas in entrepreneurial initiatives and resource development.

Goal 4: Develop and implement a plan to keep current with technology advancement.

Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

System Effectiveness

Riverside Community College District, like all of the state's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

Goal 1: Develop efficient and effective processes and procedures that:
- Reduce red tape
- Eliminate redundancies
- Encourage collaboration
- Increase interdepartmental communication
- Reduce the number of meetings
- Promote on-going assessment in order to continually refine our educational technology capability to address future needs

Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and colleges' strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.

Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between colleges and centers to best serve students.

Goal 4: Refine the District functional map to better define responsibilities of various departments.

HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside City College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside and the Val Verde unified school districts.

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside. On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education. On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. Warmington Company; in 1989, 20 more acres were added to the site.

The Moreno Valley and Norco campuses, opened in March 1991, have grown rapidly and were granted initial accreditation in January 2010. It is projected that by the year 2020, more than 57,000 students will attend classes at the three colleges.

DISTRICT MEMBERSHIPS

The three colleges of Riverside Community College District hold memberships in the Council for Higher Education Accreditation, the Accrediting Commission for Community and Junior Colleges, the Council on Law in Higher Education, the Commission on Athletics, the Community Colleges for International Education, the Community College League of California, the Consortium for North American Higher Education Collaboration, the American Council on Education, the Community College Leadership Development Initiatives, the College Board, the American Association of Community Colleges, the Hispanic Association of Colleges and Universities, The Riverside Downtown Partnership, the Greater Riverside Hispanic Chamber of Commerce, the Great Riverside Chamber of Commerce, the Corona Chamber of Commerce, the Greater Corona Hispanic Chamber of Commerce, the Moreno Valley Chamber of Commerce, Moreno Valley Hispanic Chamber of Commerce, and Moreno Valley African American Chamber of Commerce.

STRATEGIC COMMUNICATIONS AND INSTITUTIONAL ADVANCEMENT

Service to the community is a significant function of all public two-year colleges. An important part of this service is to provide the public with information about the District and its colleges and the activities of its students, and to work with the community to further common goals through sponsorships and partnerships. At Riverside Community College District this is the responsibility of the Strategic Communications & Institutional Advancement office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

Academic Year

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

RCCD FOUNDATION

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

Mission Statement. The Riverside Community College District Foundation enhances the intellectual, cultural, and educational needs of District and college students, faculty, staff and our communities. We pursue resource development and philanthropic activities in support of continued excellence and improved access. As stewards, we collaborate with business and community stakeholders to fuel the region's workforce development, innovation, and economic growth.

Scholarships. Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly $500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, www.rccd.edu/foundation, or by contacting the Foundation office at (951) 222-8626.

Century Circle. Century Circle is an annual giving program managed by the RCCD Foundation. Its purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with the priorities of the Chancellor and the leadership of Moreno Valley, Norco, and Riverside City colleges. Donors who contribute at least $1,000 per year to the Century Circle fund play an integral role in the RCCD Foundation's endeavor to help the District and colleges respond to their most pressing needs. Donors to the Century Circle fund receive unique opportunities to learn about the impacts of their contributions throughout the academic year. The RCCD Foundation Board of Directors distributes Century Circle funds through a process that ensures alignment with identified priority areas of the Chancellor and College Presidents. Department heads, College Presidents, the Chancellor, or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Information about Century Circle can be found on the RCCD Foundation website, www.rccd.edu/foundation, or by contacting the Foundation office at (951) 222-8626.

Heritage Circle. Heritage Circle is a recognition program that honors visionary individuals who, by naming the RCCD Foundation in their estate plans or though other planned gift arrangements, contribute to the long-term success of the students, faculty and programs at Moreno Valley, Norco, and Riverside City colleges. Generous donors who join the Heritage Circle belong to an exclusive group of individuals who care deeply about the future of the Riverside Community College District. The RCCD Foundation invites donors to partner with us by becoming a Heritage Circle member to help the RCCD colleges continue to meet the educational and workforce needs of our region for many years to come. In appreciation for their generosity, Heritage Circle members receive unique opportunities for recognition and participation, including special invitations throughout the year from the Chancellor and College Presidents. More information about Heritage Circle and planned giving through the RCCD Foundation can be obtained by contacting the Foundation office at (951) 222-8626.

DISTANCE EDUCATION

The mission of Distance Education is to extend access to students through web-based learning formats such as online and hybrid courses. The Distance Education unit is responsible for distributing online courses and providing online platform-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling of a remote learning program. Distance Education is based on a learning management system (LMS) which uses online-based technologies including the internet and streaming media. Distance Education courses are academically equivalent to their on-campus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions.* Some certificate programs can be completed fully online. For further information about Open Campus and Distance Education options, visit opencampus.com.

*Always consult a counselor to review your Student Educational Plan before taking any class in order to ensure it meets your particular goals.

SPECIAL SUPPORTIVE SERVICES
Disability Support Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a document(s). Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information, contact (951) 571-6138.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Moreno Valley College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. MVC, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at MVC may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to www.rccd.edu/Pages/ferpa.aspx for more information.)

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D.

It is the responsibility of the student to update WebAdvisor to advise the Admissions & Records Office of any change in address or telephone number and change of information forms are also available at www. mvc.edu.

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES
Board Policy 4100
Education Code Section 70902(b)(3);
Title 5 Sections 55060, et seq.

The colleges grant the degrees of Associate in Arts, Associate in Science and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement and participate in a graduation ceremony upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate in Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.
The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a +/- grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree. Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the Colleges' catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.
Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce Development and Planning

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

INSTRUCTIONAL MATERIALS FEES
Board Policy 5031
Education Code Section 76365;
Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this open door policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

Definitions

Required instructional materials means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

Solely or exclusively available from the District means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Required instructional and other materials which are of continuing value outside of the classroom setting are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

I. Announcement of Fees

Course material fees shall be printed in the class schedule and available on the District's website. Courses with fees will be properly flagged on materials used in the Office of Admissions & Records. A fee statement, including the amounts of the fees, will be included in the college catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

II. Collection of Fees

Course material fees will be collected with enrollment fees. Registration in subsequent terms will be blocked until fees are paid.

III. Refunds

Students who withdraw from a class with a materials fee will receive a 100 percent refund through the first two weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two weeks of class.

IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

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

COURSE REPETITION
References: Title 5 Sections 55000, 55045, 56029
Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

A. Students may repeat courses under the following circumstances:
   1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
   a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
   b. A student is limited to a maximum of three allowable attempts per course including any combination of withdrawals ("W's") or substandard grades. Withdrawals due to military orders ("MW's") are not included in the number of allowable attempts.
   c. A Request for Course Repetition* is required for any exceptions to B above.
   2. The student's previous grade is, at least in part, the result of extenuating circumstances.
   a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.*
   3. There has been a lapse of time (at least 36 months) since the student last took the course. (See Administrative Procedure 4228)
   a. The course outline of record has been officially changed and demonstrates significant curricular changes.*
   b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
   4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.
   5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.

a. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

C. The following conditions apply:

1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.

2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

3. Procedures for course repetition shall be listed in the current official college catalogs.

4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.

5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

Course Repetition—Significant Lapse of Time
Reference: Title 5, Section 55043, 55000, 55040,

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

Course Repetition — Variable Units
Reference: Title 5, Section 55044, 55040(b)
Students may be permitted to enroll in variable unit open-entry/ open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:
- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.

DISTRICT

Repeatable Courses

Reference: Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a "C" or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:
   A.   For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four enrollments.
   B.   Repeatable courses are identified in the college catalog.
   C.   All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
        1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
        2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statue or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student's grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions & Records office of any campus.

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

COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARRASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity
Board Policy 3410 Nondiscrimination
Board Policy 3430 Prohibition of Harassment and Retaliation
Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found www.rccd.edu/administration/board or www.rccd.edu/administration/humanresources, or by calling (951) 222-8039.

Commitment to Diversity

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

Nondiscrimination

The Riverside Community College District Board of Trustees has adopted policies and procedures that comply with Federal and State laws relating to prohibition of discrimination and/or harassment on the basis of actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

Prohibition of Harassment and Retaliation

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to,

COMPROMETIDOS A LA DIVERSIDAD

El Colegio Comunitario del Distrito de Riverside está comprometido a promover un ambiente accesible y diverso que fomente un avance intelectual y social. Todos los programas y actividades del Distrito buscan afirmar el pluralismo de las creencias y opiniones, incluyendo diversidad en la religión, género, origen étnico, raza, orientación sexual, discapacidades, edad y estado socio-económico. Alentamos y acogemos la diversidad porque RCCD reconoce que nuestras diferencias al igual que nuestras similitudes promueven la integridad y la fortaleza que prepara a nuestros estudiantes para evolucionar y cambiar la comunidad que servimos.

NO DISCRIMINACIÓN

El Consejo Directivo del Colegio Comunitario del Distrito de Riverside ha adoptado las políticas y los procedimientos que cumplen con las leyes federales y estatales relacionadas a la prohibición de discriminación y/o de acoso basados en algo real, percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica o definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

PROHIBICIÓN DE ACOSO Y VENGANZAS

Todas las formas de acoso están en contra del nivel básico de conducta entre los individuos y están prohibidas por la ley federal y del estado, al igual que esta política, y no serán toleradas. El Distrito está comprometido a proveer un ambiente académico y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de acoso sexual y de toda forma de intimidación y explotación sexual. También estará de libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en percepción percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica es definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal

Esta política se aplica a todos los aspectos del ambiente académico, incluido pero no limitado a las reglas del aula, grado, estado académico, oportunidades de empleo, becas, recomendaciones, acciones disciplinarias y la participación en cualquier actividad en un colegio comunitario.

the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

Filing a Complaint

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Board Policies and Administrative procedures BP/AP3410 and BP/AP3430, and AP3435 for the complete District procedure.

Informal/Formal Complaint Procedure

- You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges.
- You do not need to participate in informal resolution.
- You have the right to file a formal complaint, even if you have previously requested informal resolution (see below for the procedure for doing so).
- You will not be required to confront or work out problems with the person accused of unlawful discrimination.
- You may file a non-employment-based complaint with the U.S. Department of Education Office for Civil Rights (OCR) where such a complaint is within that agency's jurisdiction.
- If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.
- Retaliation is unlawful. If you feel you are being retaliated against as a result of filing a complaint, please contact the RCCD Diversity and Human Resources Department immediately.

Purpose of the Informal Resolution Process

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or you do not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the alleged offender and an assurance that the offending behavior will cease. You will be notified of the outcome of the investigation in the informal process, and will also be notified of the resolution proposed by the District.

If you pursue the informal process, you should note the following important points:
- You will need to sign a document which indicates that you have selected the informal resolution process.
- The District will complete its investigation within the time period required by Board Policy unless you voluntarily rescind your complaint prior to completion.

Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

How to File a Formal Complaint

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at www.rccd.edu/administration/board/Pages/BoardPolicies.aspx, www.rccd.edu/administration/humanresources from the Diversity and Human Resources Department, or on the State Chancellor's Web page at www.cccco.edu.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

    Diversity, Equity and Compliance
    Riverside Community College District
    3801 Market Street
    Riverside, CA 92501
    (951) 222-8039
    www.rccd.edu

    or with the:

    Legal Affairs Division
    Office of the Chancellor
    California Community Colleges
    1102 Q Street
    Sacramento, CA 95811-6549

What Happens When a Formal Complaint is Filed

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo a amenazas o represalias. Las represalias pueden involucrar pero no están limitadas a hacer represalias o amenazas de las mismas, intimidación, coerción, discriminación o acoso seguido por el inicio de una queja formal o informal. Tal conducta es ilegal y constituye la violación de esta política.

Por lo tanto, el Distrito también prohíbe estrictamente las represalias en contra de cualquier individuo por haber presentado una queja, quien remite un asunto o, queja para ser investigado, quien participe en una investigación, quien represente o defienda a una presunta víctima o un presunto delincuente, o de quien promueva los principios de discriminación ilegal o acoso.

PRESENTAR UNA QUEJA

Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea la Política de la Junta Directiva Escolar y los Procedimientos Administrativos BP/AP 3410 y BP/AP 3430, y AP 3435 para el procedimiento completo del Distrito.

PROCEDIMIENTO PARA UNA QUEJA FORMAL/INFORMAL

- Usted tiene derecho a solicitar que los cargos sean resueltos informalmente, durante este tiempo, el Distrito se encargará de hacer lo necesario para solucionar los cargos informalmente.
- Usted no necesita participar en una resolución informal.
- Usted tiene derecho a presentar una queja formal, aún en el caso que anteriormente haya solicitado una resolución informal (mire la parte posterior para el procedimiento a seguir en este caso).
- A usted no se le pedirá que confronte o que trate de resolver los problemas con la persona acusada de discriminación ilícita.
- Usted puede presentar una queja que no esté relacionada con el empleo en la Oficina del Departamento de Educación de los Estados Unidos para los Derechos Civiles (OCR, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Si su queja está relacionada con el empleo, usted puede presentar una queja en la Comisión de Igualdad en Oportunidad de Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) y/o al Departamento de Igualdad en el Empleo y la Vivienda (DFEH, por sus siglas en inglés) siempre y cuando dicha queja esté dentro de la jurisdicción de esa agencia.
- Las represalias están prohibidas por la ley. Si usted cree que hay represalias en su contra como resultado de haber presentado una queja, por favor póngase en contacto con el Departamento de Diversidad y Recursos Humanos de RCCD.

EL PROPOSITO DE LA RESOLUCIÓN INFORMAL

El propósito del proceso en una resolución informal es permitir que un individuo, el cual cree ha sido ilícitamente discriminado en contra, pueda resolver la situación por medio de un proceso de mediación en lugar de un proceso de queja formal. Típicamente, el proceso informal será invocado cuando haya un simple malentendido, o usted no desee presentar una queja formal. La resolución de una queja informal puede que no requiera más que una aclaración del malentendido o una disculpa por parte del supuesto ofensor y una afirmación de que la coducta ofensiva cesará. Usted será notificado acerca del resultado de la investigación del proceso informal, y también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:
- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda da su queja antes de ser terminada la investigación.

El seleccionar el proceso de resolución informal, no le impide a usted el poder tomar la decisión de presentar una queja formal posteriormente (sujeto a todas las reglas para presentar una queja formal). Usted puede hacer esto mientras el proceso informal esté en curso, o si el proceso informal ha sido completado y usted no está satisfecho con el resultado o la resolución propuesta por el Distrito, siempre y cuando que el período de tiempo para presentar una queja formal no haya terminado.

COMO PRESENTAR UNA QUEJA FORMAL:

- La queja debe ser presentada utilizando el formulario indicado por la oficina del Rector del Estado. El formulario está disponible en www.rccd.edu/administration/board/Pages/BoardPolicies.aspx, www.rccd.edu/administration/humanresources en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en www.cccco.edu.
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que él/ella ha sufrido personalmente discriminación ilícita o por aquella persona que se ha enterado de tal discriminación ilícita en su función oficial como miembro de la facultad o administrador.
- En cualquier queja que no involucre un empleo, la queja deberá ser peresentada en el espacio de un año a partir de la fecha de la presunta discriminación ilícita o en el espacio de un año a partir de la fecha en la cual usted se enteró o debió haberse enterado de los hechos que fundamentan el incidente específico o los incidentdes de la presunta discriminación ilícita.
- En situaciones en que la queja confirme discriminación en el empleo, la queja deberá ser prersentada en de 180 días a partir de la fecha en que la presunta discriminación ilícita ocurrió, con la excepción de que este período será extendido por no más de 90 días seguido a la fecha de expiración de los 180 días, si usted se enteró de los hechos de la supuesta discriminación después de la fecha de expiración de los 180 días.
- Usted puede presentar una queja con el:

    Diversity, Equity and Compliance
    Riverside Community College District
    3801 Market Street
    Riverside, CA 92501
    (951) 222-8039
    www.rccd.edu

    Legal Affairs Division
    Office of the Chancellor

Complainant's Appeal Rights

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

Appeals Must be in Writing

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

> District Board of Trustees
> c/o Diversity, Equity and Compliance
> Riverside Community College District
> 3801 Market Street
> Riverside, CA 92501

The District's Board of Trustees will issue a final District decision in the matter within forty-five (45) calendar days after receiving the appeal. Alternatively, the District's Board of Trustees may elect to take no action within forty-five (45) calendar days, in which case the Administrative Determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to you and to the State Chancellor's Office.

Second Level of Appeal: You have the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within thirty (30) calendar days from the date that the District's Board of Trustees issues the final District decision or permits the Administration Determination to become final by taking no action within forty-five (45) calendar days. The appeal must be accompanied by a copy of the decision of the District Board of Trustees or evidence showing the date on which complainant filed an appeal with the District Board of Trustees within forty-five (45) calendar days from that date.

In any case involving employment-related discrimination, you have the right to file an appeal with the Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (OCR).

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

> California Community Colleges
> 1102 Q Street
> Sacramento, CA 95811-6549

¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante le Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

DERECHOS DE PETICIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

TODAS LAS PETICIONÉS DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envie una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

> District Board of Trustees
> c/o Diversity, Equity and Compliance
> Riverside Community College District
> 3801 Market Street
> Riverside, CA 92501

Los miembros de la Junta Directiva Escolar darán una decisión final del Distrito acerca del asunto dentro de 45 días después de haber recibido la apelación. Alternativamente, los Miembros de la Junta Directiva Escolar pueden elegir no tomar ninguna acción en el espacio de 45 días, en este caso la decisión original en cuanto a la Determinación Administrativa será considerada afirmativa y será la decisión final del Distrito en este asunto. Usted recibirá una copia de la decisión final hecha por los Miembros de la Junta Directiva Escolar del Distrito y otra copia será enviada a la oficina del Rector del Estado.

Segundo Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a la oficina del Rector de Colegios Comunitarios de California en cualquier caso que no involucre discriminación relacionada con el empleo, en el espacio de 30 días o a partir de la fecha en que los Miembros de la Junta Directiva Escolar dictaminen la Decisión final del Distrito o permitan que la Determinación Administrativa sea la Decisión final al no tomar ninguna acción el el espacio de 45 días . La apelación debe ser acompañada de una copia de la decisión de los Miembros de la Junta Directiva Escolar del Distrito o evidencia que muestre la fecha en que el demandante solicitó una apelación a la Junta Directiva Escolar del Distrito en el espacio de 45 días a partir de esa fecha.

En cualquier caso que involucre discriminación con el empleo, usted tiene derecho a solicitar una apelación en el Departamento de Igualdad de Empleo y Vivienda o la Comisión de los Estados Unidos para Oportunidad de Igualdad en el Empleo.

CONTACT INFORMATION
(PARA MAYOR INFORMACIÓN COMUNICARSE A)

Diversity, Equity and Compliance
Riverside Community College District
3801 Market Street
Riverside, CA 92501
(951) 222-8039
www.rccd.edu

Department of Fair Employment and Housing (DFEH)
Los Angeles District Office
1055 West 7th Street
Suite 1400
Los Angeles, CA 90017
(800) 884-1684
TTY (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(800) 669-4000
TTY (800) 669-6820
www.eeoc.gov

U.S. Department of Education Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
www.ed.gov

State Chancellor's Office
California Community Colleges (CCCO)
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-4826
www.cccco.edu

DISTRICT ACADEMIC ADMINISTRATION

BAJAJ, PANKAJ   **Dean,**
Educational Services
B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

ISAAC, WOLDE-AB   **Chancellor**
B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.

KEELER, RICHARD   **Dean, Grants**
Economic Development
B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

TORRES, DAVID   **Dean,**
Institutional Research and Strategic Planning
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.

FACULTY EMERITI

A

Thomas Allen, Associate Professor Emeritus, English
David Almquist, Associate Professor Emeritus, Kinesiology
Michael Amrich, Professor Emeritus, Chemistry
Lorraine Anderson, Dean Emerita
Sally Armstrong, Professor Emerita, Art
Hilda Attride, Professor Emerita, English

B

Jo Ann Bailey, Professor Emerita, Library Services
David V. Baker, Associate Professor Emeritus, Sociology
Theodore Banks, Professor Emeritus, Physical Education
James Baylor, Professor Emeritus, Business Administration
Doug Beckstrom, Professor Emeritus, Dental Technology
Henry Z . Benedict, Professor Emeritus, Counseling
Joe Bennett, Professor Emeritus, Automotive Technology
Shailesh D . Bhatia, Associate Professor Emeritus, Computer
Information Systems
Richard Bevan, Professor Emeritus, Dental Technology
John S . Biehl, Professor Emeritus, Biology and Health Services Elizabeth
Bigbee, Dean Emerita, Learning Resources
Janis Binam, Professor Emerita, Anthropology
Donald Birren, Professor Emeritus, Physical Education
Douglas Bond, Professor Emeritus, Chemistry
Douglas Bowen, Associate Professor Emeritus, English as a
Second Language
Glen Brady, Director Emeritus, Distance Education
Friedrich Brose, Professor Emeritus, Library Services
C . Kenneth Brown, Professor Emeritus, Instructional Media
Marsha Brown, Assistant Professor of CTE Emerita, Cosmetology
William Brown, Professor Emeritus, Physical Education/Counseling
Vern Browne, Professor Emeritus, Computer Information Systems
Patricia Bufalino, Dean Emerita
Daria Burnett, Dean Emerita
Robert Burris, Assistant Professor of CTE Emeritus, Air Conditioning
Ronald Burton, Professor Emeritus, English
James Buysse, Vice Chancellor Emeritus, Administration and Finance

C

Shelagh Camak, Vice President Emerita, Workforce Development
Michael Chaks, Professor Emeritus, Accounting
Joy Chambers, Dean Emerita, Enrollment Services
Linda Chang, Professor Emerita, Library Services
JoAnn Chasteen, Professor Emerita, Nursing
Achinta Chatterjee, Professor Emeritus, English
Jill M . Christiansen, Associate Professor Emerita, Nursing
Mike Churchill, Professor Emeritus, Physical Education
Eileen Colapinto, Professor Emerita, Counseling
Marie Colucci, Professor Emerita, Nursing
Diane Conrad, Associate Professor Emerita, Communication Studies
George Conrad, Professor Emeritus, Machine ShopTechnology
Lisa A . Conyers, Associate Professor Emerita, Spanish
Janet Cordery, Associate Professor Emerita, Counseling
Gerald Cordier, Assistant Professor of CTE Emeritus, Drafting
Frank Corona, Professor Emeritus, Spanish

Sharon L . Crasnow, Distinguished Professor Emerita, Philosophy
Lois O . Cresgy, Professor Emerita, Physical Education

D

Arthur Dassow, Professor Emeritus, Counseling
Foster Davidoff, Superintendent/President, Emeritus
Richard Davin, Professor Emeritus, Sociology
Brenda Davis, President Emerita
Betty Day, Professor Emerita, English
Leslie Dean, Professor Emeritus, Geography
Philip Denham, Professor Emeritus, English/Mathematics
Jo Dierdorff, Professor Emerita, Dance
Arthur B . Dietrich, Professor Emeritus, Automotive Technology
Deborah DiThomas, Vice President Emerita, Student Services
JoEllen Dooley, Professor Emerita, Library Services
Roger Duffer, Professor Emeritus, Music
Olga Dumer, Associate Professor Emerita, English as a Second Language
Jose Duran, Professor Emeritus, Business Administration

E

Joseph G . Eckstein, Associate Professor Emeritus, Geography
John Elliott, Professor Emeritus, Physics

F

Kathryn Farris, Professor Emerita, Physical Education
Brenda Farrington, Professor Emerita, Counseling
Richard Finner, Professor Emeritus, Applied Digital Media/Printing
Arend Flick, Professor Emeritus, English
Mary Flyr, Professor Emerita, Early Childhood Education
Bernard Fradkin, Dean of Instruction Emeritus

G

Annette Gaines, Professor Emerita, Nursing
Carlos Garcia, Associate Professor Emeritus, Drafting
Robert L . Garvin, Professor Emeritus, Automotive Technology
John Georgakakos, Professor Emeritus, Chemistry
Sharon Gillins, Professor Emerita, Film, Television & Video
Garnett Lee Gladden, Professor Emeritus, Psychology
Grace Goodrich, Professor Emerita, Accounting/Business/CIS
Pauline Goss, Professor Emerita, Nursing
Douglas E . Graham, Associate Professor Emeritus, Student Activities
Lyn Greene, Associate Professor Emerita, Political Science
Dayna Gregg, Professor Emerita, Art

H

Helen Hadden, Professor Emerita, Business
Michael Hain, Professor Emeritus, Biology
Lewis Hall, Associate Professor Emeritus, Computer Information Systems
Allen E . Hansen, Professor Emeritus, Mathematics
Wihelmina Hathaway, Professor Emerita, Chemistry
Judy Haugh, Professor Emerita, Counseling
Raphael C . Hawley, Professor Emeritus, Physics/Astronomy
Lauris Hazlett, Professor Emeritus, Mathematics
Carol Hensel, Professor Emerita, Home Economics

Paul (Chip) Herzig, Professor Emeritus, Computer Information Systems
Alta Hester, Professor Emerita, Counseling
Jimmie Hill, Professor Emeritus, Counseling
Patricia Hora, Professor Emerita,Nursing
Lin Duan Howard, Associate Professor Emerita, English
Lisa Howard, Professor Emerita, Nursing

I

Susan Ingham, Professor Emerita, English
Ali Y. Issa, Associate Professor Emeritus, Health Sciences

J

Bruce Jackson, Professor Emeritus, Counseling
Charles Jackson, Professor Emeritus, Anthropology/Sociology
Henry Jackson, Professor Emeritus, Welding
Charlene Jeter, Professor Emerita, Counseling
George Jiang, Professor Emeritus, English/Speech
Gilbert Jimenez, Professor Emeritus, History
Cecil Johnson, Professor Emeritus, Biology

K

Kristina Kauffman, Associate Vice Chancellor Emerita
Renee Kimberling, Director Emerita, Health Services
Theodore Knipe, Professor Emeritus, Psychology
LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities
Janice Kollitz, Professor Emerita, English
Lee Kraus, Professor Emeritus, English
Carolyn Sue Kross, Professor Emerita, Nursing Education

L

Wilma LaCava, Professor Emerita, Nursing
Taiko Lacey, Professor Emerita, Office Administration
Mary Lange, Professor Emerita, Nursing
Louis Larson, Professor Emeritus, Geography
Susan Lawrence, Professor Emerita, Counseling
Jim Leatherwood, Dean Emeritus, Occupational Education
Edward Ledford, Professor Emeritus, English
Eva Leech, Professor Emerita, Nursing
Gloria Leifer Hartston, Professor Emerita, Nursing
Ruby (Strahan) Lockard, Professor Emerita, Cosmetology
Gary Locke, Associate Professor Emeritus, Music
John Locker, Professor Emeritus, Criminal Justice
Dwight Lomayesva, Professor Emeritus, History
George Londos, Professor Emeritus, Biology
Ann Marie Lyons, Professor Emerita, Mathematics

M

Ray Maghroori, Provost/Vice Chancellor Emeritus, Educational Services
Anita Maradiaga, Professor Emerita, Nursing
Diane Marsh, Professor Emerita, Chemistry
Jean Marsh, Professor Emerita, Cosmetology
W. Paul Matthews, Professor Emeritus, Engineering
Paula McCroskey, Dean Emerita
Virginia McKee-Leone, Dean of Instruction Emerita
Leighton McLaughlin, Professor Emeritus, Journalism
Ron McPherson, Professor Emeritus, Computer Information Systems
Rosario Mercado, Associate Professor Emerita, Spanish
Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services

Kim Metcalfe, Associate Professor Emerita, Early Childhood Education
Michael Meyer, Professor Emeritus, English
Delores Middleton, Professor Emerita, Physician Assistant
Joseph B . Miller, Professor Emeritus, Health Science
V. Eva Molnar, Professor Emerita, Business Administration
Michael Montano, Professor Emeritus, Mathematics
David Moody, Professor Emeritus, Mathematics
Paul Moores, Associate Professor Emeritus, Library Services
Gloria Jean Morgan, Professor Emerita, Cosmetology
James Morrison, Professor Emeritus, Biology
Donald Myers, Professor Emeritus, Biology

O

Lorraine Ogata, Professor Emerita, Reading

P

May R . Paquette, Professor Emerita, Office Administration
Al Parker, Professor Emeritus, History and Political Science
John Partida, Professor Emeritus, Cosmetology
Bonnie Pavlis, Professor Emerita, Humanities
Patricia Peters, Professor Emerita, Physical Education
Louise Peterson, Professor Emerita, Home Economics
Gail Piestrup, Professor Emerita, English
Joan Pleasants, Professor Emerita, Chemistry

Q

Carolyn L . Quin, Professor Emerita, Music
Bonavita Quinto-MacCallum, Professor Emerita, Spanish

R

Richard Ramirez, Vice President Emeritus, Student Services
Natalie Ringlund, Professor Emerita, Physical Education
Cheryl Roberts, Professor Emerita, Early Childhood Studies
John A . Rosario, Associate Professor Emeritus, Anatomy/Physiology
Nancy Rose, Professor Emerita, Library Science
Salvatore Rotella, Chancellor Emeritus
Phyllis Rowe, Professor Emerita, Nursing
Joan Royce, Professor Emerita, Psychology
Mary Ryder, Professor Emerita, Counseling

S

Fernando Salcedo, Professor Emeritus, Spanish
Carol Salgado, Professor Emerita, Early Childhood Studies
June Saunders, Professor Emerita, Nursing
Darrell Sausser, Professor Emeritus, Music
Janice Schall, Professor Emerita, Sociology
Robert Schermerhorn, Professor Emeritus, Physical Education/Athletics
Richard Schneider, Professor Emeritus, Psychology
Donna K . Schutte, Professor Emerita, Nursing
Joan Semonella, Professor Emerita, Speech Communication
Kenneth Shabell, Professor Emeritus, Mathematics
Selby Sharp, Professor Emeritus, Chemistry/Engineering/Mathematics
Terrance Shaw, Professor Emeritus, Anatomy/Physiology
Kathy R . Slicer, Associate Professor Emerita, Nursing
David Slocum, Assistant Professor of CTE Emeritus, Automotive Technology
Roger Sliva, Professor Emeritus, Automotive Body Technology
Karin Skiba, Professor Emerita,Art

Deborah Smith, Associate Professor Emerita, Mathematics
Katie Smith, Professor Emerita, Reading
Diane Solorzano, Professor Emerita, English
Paula Stafford, Assistant Professor of CTE Emerita, Physician Assistant
Dorothy Steck, Professor Emerita, Nursing
Sylvia Stone, Visiting Assistant Professor Emerita, Nursing
Linda Stonebreaker, Professor Emerita, Reading
Letha Strain, Professor Emerita, Office Administration

T
August (Bud) Tedesco, Professor Emeritus, Film, Television/Video
Sylvia A . Thomas, Associate Vice Chancellor Emerita, Education Services
Margaret Thompson, Professor Emerita, Home Economics
John Thornton, Professor Emeritus, Reading
Patrick Titus, Professor Emeritus, Counseling
Deborah J . Tompsett-Makin, Professor Emerita, Political Science
Sheryl L . Tschetter, Professor Emerita, English
Tony Turner, Professor Emeritus, Physical Education
Patricia Tutor, Professor Emerita, Nursing
Richard K . Tworek, President Emeritus

V
Donald Van Dyke, Professor Emeritus, Biology/Botany
Barney W. Van Noy, Professor Emeritus, Dental Technology
Joseph von Helf, Professor Emeritus, Anthropology

W
Edward (Todd) Wales, Professor Emeritus, Drafting
Dorothy (Chari) Wallace, Professor Emerita, Business Administration Roger
Warren, Professor Emeritus, Cosmetology
David Waxman, Professor Emeritus, Physical Education
Diana Webster, Professor Emerita, Business Administration Auston White,
Professor Emeritus, Administration of Justice
Gerald Williams, Professor Emeritus, Electronics
Cheryl Willie, Assistant Professor of CTE Emerita, Cosmetology
Bruce Wilson, Professor Emeritus, Physical Education
Pearl Wolfsen, Professor Emerita, College Nurse
Cecilia Wong, Executive Dean Emerita, Technology/Learning Resources
Cornelia Wylldestar, Professor Emerita, Reading

Section IX

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MORENO VALLEY COLLEGE

(951) 571-6100

www.mvc.edu

The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

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Moreno Valley College

Name of School

_____

16130 Lasselle Street, Moreno Valley, CA. 92551

Address

_____

June 2018

Date

In accordance with requirements of D.V.B. Circular 20-76-84, Appendix P, this is to certify that this school catalog (or bulletin) is true and correct in content and policy.

Robin Steinback, Ph.D..

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President

RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS

For information about college publications, please contact:

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Catalog, 2018-2019

Published in electronic format, September 2018

MORENO
VALLEY
COLLEGE

Moreno Valley College

2018-2019 Catalog Addendum
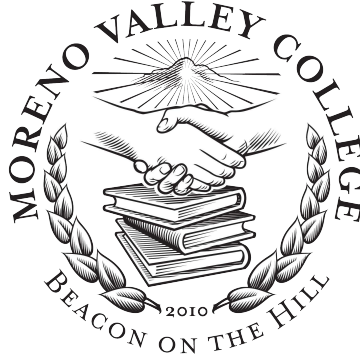
This addendum to the 2018-2019 Moreno Valley Catalog contains changes that offer new educational opportunities for students. These updates were approved after the 2018-2019 Catalog went to press.

Although every effort has been made to ensure accuracy of the information, students and others who use the catalog and addendum should consult with a counselor, dean, department chair or program director for any additions, deletion or changes.

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

New Courses

ADM-1   Introduction to Applied Digital Media   3 units
CSU
Prerequisite: None
Introduction to the graphic communications industry and Applied Digital Media program. Provides an introduction to basic graphic design, typography, prepress, digital and offset printing, and finishing. 36 hours lecture and 72 hours laboratory. (Letter grade only)

ADM-2A   Color Systems and File Management   1 unit
CSU
Prerequisite: None
An introductory course in color systems, computer technology and file management for graphic designers. This includes basic color theory, color profiles, hardware, software, file formats and troubleshooting, and system maintenance. 18 hours lecture. (Letter grade only)

ADM-2C   Ethics and Legalities for Graphic Designers   1 unit
CSU
Prerequisite: None
An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture. (Letter grade only)

ADM-62   Typography and Graphic Design   3 units
CSU
Prerequisite: None
This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print, web and other media. 36 hours lecture and 72 hours laboratory. (Letter grade only)

ADM-63A   Design for Print Publication   3 units
CSU
Prerequisite: None
Beginning page layout and design for professional print publishing using Adobe InDesign. A course for graphic designers, production artists, and pre-press technicians. Integrates seamlessly with Adobe's other industry standard applications providing a consistent design environment. 36 hours lecture and 72 hours laboratory. (Letter grade only)

ADM-71A   Adobe Photoshop for Image Manipulation   3 units
CSU
Prerequisite: None

An introductory course in image manipulation for graphic designers using Adobe Photoshop. This includes image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory. (Letter grade only)

ADM-77A Adobe Illustrator for Graphic Art 3 units
CSU
Prerequisite: None
An introductory course in the use of Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications. 36 hours lecture and 72 hours laboratory. (Letter grade only)

ART-1H Honors History of Western Art: Prehistoric, Ancient, Medieval 3 units
UC, CSU
Prerequisite: None
Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program.
Advisory: ENG-1A
Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Letter grade only)

ART-2H Honors Art History of Western Art: Renaissance through Contemporary 3 units
UC, CSU
Prerequisite: None
Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program.
Advisory: Qualification for ENG-1A.
Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through Contemporary art. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-4 Introduction to Visual Culture 3 units
UC, CSU
Prerequisite: None
Advisory: ENG-50 or
A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, and in global electronic media. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ART-10 Modern and Contemporary Art History 3 units
UC, CSU
Prerequisite: None
A survey of the development and history of modern art with emphasis on its major movements, leading artists, and contemporary trends. Painting, sculpture, and architecture will be discussed in terms of their historical, social, and political context. Beginning with mid-19th century

movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CIS-8   Fundamentals: Information Systems Security Auditing   3 units
CSU
Prerequisite: CIS-21
Understanding the intricate process of developing, planning, implementing/conducting, analyzing and reporting results of Information System Security Audits. Develop risk assessment tools and business controls for the purpose of assessing a businesses' cyber footprint. Learn various techniques used in Information System Security audits. Includes case studies. 54 hours lecture. (Letter Grade only.)

CIS-22   Systems Auditing   3 units
CSU
Prerequisite: CIS-8
Developing, planning, implementing/conducting, analyzing and reporting results of Information System Audits. Meet with business owners to establish audit criteria and use risk assessment tools and business controls for the purpose of assessing a businesses' cyber footprint. Develop reports and present findings in print and verbally. 54 hours lecture. (Letter grade only)

GUI-47A   Introduction to Career Exploration   1 unit
UC, CSU
Prerequisite: None
An introductory career planning course. Topics include an exploration of ones values, interests and abilities; self-assessment including identifying ones skills and matching personality with work. An extensive career investigation focusing on decision making, goal setting and career pathway planning skills. Designed to assist students who are undecided about career choice and/or college major. 18 hours lecture. (Letter grade or Pass/No Pass)

HMS 22   Human Behavior and the Social Environment   3 units
CSU
An introduction to the principles of a career in social work and an emphasis on human behavior in the social environment. This course covers the major guiding theories of social work practice in the micro, mezzo and macro spheres, and an understanding of larger systems and behaviors and the ethical responsibility and required competencies of the professional. 54 hours lecture.

HMS-31   Multicultural Counseling – Counseling of Hispanics   3 units
CSU
Prerequisite: None
An introduction to a career in Human Services as an entry-level Counselor/Helper. Introduces counseling skills with an emphasis on understanding the cultural differences of the Hispanic and the specific needs of the cultural group. 54 hours lecture. (Letter grade only)

HMS-32   Multicultural Counseling – Counseling of Asians   3 units
CSU
Prerequisite: None
An introduction to the principles of basic counseling skills needed for an entry-level
Counselor/Helper. Emphasis on understanding the cultural differences of the Asian population
and the specific needs of the cultural group. 54 hours lecture. (Letter grade only)

HMS-33   Multicultural Counseling – Counseling of Native Americans   3 units
CSU
Prerequisite: None
An introduction to the principles of basic counseling skills needed for an entry-level
Counselor/Helper. Emphasis on understanding the cultural differences of Native Americans and
the specific needs of the cultural group. 54 hours lecture. (Letter grade only)

HMS-47   Counseling of Residential Treatment Clients   3 units
CSU
Prerequisite: None
An introduction to the principles of counseling in prisons, probation, parole agencies, diversion
programs, group homes, halfway houses, pre-release facilities and US jail environments.
Emphasis on counseling of populations ranging from offenders to the para-professional; the
young adults; addiction and substance abuse offenders to the sex offender, and victims. This is a
comprehensive course that will challenge students and prepare them to control their personal
feelings and in restoring order within group counseling context. 54 hours lecture. (Letter Grade
only)

HMS-60   Introduction to Drugs and Alcohol   3 units
CSU
Prerequisite: None
An introduction to a counseling career which addresses the use of drugs, alcohol and social
sciences. An emphasis on drug and alcohol use in relation to complex social phenomena.
Provides a drug and alcohol perspective from multiple disciplines, drug policy, global
perspectives and socio-cultural frameworks. Addresses public health approaches and issues
surrounding the decriminalization of drugs. 54 hours lecture. (Letter grade only)

HMS-61   Evaluation of Narcotics and Controlled Substances   3 units
CSU
Prerequisite: None
An introduction to the principles of understanding drugs, drug effects, and drug policy. Emphasis
on theories of drug use their effects on the individual, patterns of drug use and drug prevention
and treatment programs. Policies regulating both legal and illegal drug use in the United States
and in other countries, and trends. 54 hours lecture. (Letter Grade only)

HMS-62   Introduction to DSM-5   3 units
CSU
Prerequisite: None
An introduction to the principles of effective clinical case management and providing treatment
to individuals dealing with the most common mental, emotional and behavioral disorders

encountered in counseling. With integrated DSM-5 criteria, and current CACREP standards this course will provide a practical framework for developing accurate and effective case conceptualization, diagnoses and treatment plans. 54 hours lecture. (Letter Grade only)

KIN-A81C   Physical Fitness, Advanced   1 unit
CSU
Prerequisite: KIN-A81B
Designed to enhance nutritional, cardiovascular, strength and flexibility concepts in order to create and apply a lifelong individual physical fitness program. KIN A81A and A81B and A81C are courses related in content and are limited enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

KIN-38   Stress Management   3 units
UC, CSU
Prerequisite: None
The nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory. (Letter grade only)

MAT-15   Statway II   5 units
UC, CSU
Prerequisite: MAT-45
The second semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include basic concepts of probability; confidence intervals; hypothesis tests for means, proportions, and variance; chi-squared tests; and ANOVA (Analysis of Variance). Algebra topics include proportional relationships (including variation) with applications, expressions, linear functions, and exponential functions. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. 72 hours lecture and 54 hours laboratory.

MAT-23   Trigonometry & Precalculus   6 units
UC, CSU
Prerequisite: MAT-35 or qualifying placement level.
An accelerated college level math course designed to prepare students for calculus. Students will study polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and an introduction to vectors. Students who receive credit for MAT 23 cannot receive

credit for MAT 10 and MAT 36. 90 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

MUS-101   Introduction to Music Technology   3 units
UC, CSU
Prerequisite: None
Advisory: MUS-3
An introduction to the vocabulary, methods, concepts and devices of contemporary music technology, including software, hardware, and cloud-based applications for music creation, notation, recording/sequencing, assessment, and music education. Ideal for any student wishing to gain more knowledge in music technology. 54 hours lecture.

Course Modifications

The course below is being modified to allow PSY-48 as prerequisite alternative to MAT-12/12H.

PSY-50   Research Methods in Psychology   4 units
(C-ID: PSY 205B)
UC, CSU
Prerequisite: PSY-1/1H and PSY/SOC-48 or MAT-12 or MAT-12H
Description: Introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

New Programs

Associate in Science in Administration of Justice for Transfer Degree
                                        (CSU) MAS642
                                        (IGETC) MAS643

PROGRAM PREREQUISITE:
None.

SHORT DESCRIPTION of PROGRAM
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.

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

1) Demonstrate knowledge of the breadth, scope and interconnectivity of the criminal justice system.
2) Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
3) Demonstrate basic knowledge of criminal law.
4) Demonstrate knowledge of the implications of legal evidence in the processing of criminal cases.
5) Demonstrate knowledge of the role of policing and the maintenance of favorable community relations.

Required Courses (6 units):	**Units**
ADJ-1 Introduction to the Administration of Justice	3
ADJ-3 Concepts of Criminal Law	3

Elective Courses (12 units):

List A: Select two (6 units)

ADJ-2 Principles and Procedures of the Justice System	3
ADJ-4 Legal Aspects of Evidence	3
ADJ-5 Community Relations	3
ADJ-8 Juvenile Procedures	3
ADJ-12 Introduction to Criminalistics	3
ADJ-13 Criminal Investigations	3
ADJ-20 Introduction to Corrections	3

List B: Select two (6-8 units)
Any List A course not already used

SOC-1 Introduction to Sociology	3
MAT-11 College Algebra	4
MAT-12 Statistics	4
OR	
PSY-48/SOC-48 Statistics for the Behavioral Sciences	3
PSY-1 Introduction to Psychology	3
ADJ-15 Narcotics	3

Total Units	**18-20**

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

New Transferability Information

The following courses have been approved for the transferability to the University of California (UC) effective Fall term 2018:

ANT-16, Field Methods in Archaeology

New Course Identification Numbering (C-ID) Information

A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses. Please see the Course Identification Numbering System (C-ID) section in the 2018-2019 catalog for more information. The courses below have been approved for the noted C-ID:

BIO-60, Introduction to Molecular and Cellular Biology, C-ID: BIOL 135S

BIO-61, Introduction to Organismal and Population Biology, C-ID: BIOL 135S

ENG-1B, Critical Thinking and Writing, C-ID: ENGL 120

ENGL-1BH, Honors Critical Thinking and Writing, C-ID: ENGL 120

PSY-48, Statistics for the Behavioral Sciences, C-ID: MAT 110

Corrections to the 2018-2019 Catalog

The course below was mistakenly left out of the 2018-2019 Catalog.

MAG-53   Human Relations   3 units
CSU
Prerequisite: None
A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

The description of the course below was incorrect in the 2018-2019 Catalog. The correct information is as follows:

REA-90   Accelerated College Reading   5 units
Prerequisite: None
This course offers accelerated, intensive instruction in the academic reading expected in transfer and associate-degree courses. This course meets the graduation reading competency requirement. 90 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)